



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Cessation of Staff Appointments
Parent Policy:	Cessation of Staff Appointments
Effective Date:	February 24, 2009
Revised Date:	
Review Date:	February 24, 2019
Approving Body:	Administration: President
Authority:	Policy: Cessation of Staff Appointments
Responsible Executive Officer:	
Delegate: (If applicable)	President delegated to the Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Employees: All Employees

Part I Reason for Procedure

To set out Procedures secondary to the Policy entitled Cessation of Staff Appointments.

Part II Procedural Content

- 2.1 The provisions of this Procedure apply to all employees of the University and to nil appointments and volunteers.
- 2.2 The cessation of employment shall include:
 - (a) the termination of the employee's employment or appointment by the employee, or by the University;
 - (b) the expiration of the employee's term of employment;

- (c) transfers within the University;
 - (d) the death of the employee;
 - (e) acceptance of the employee on Long Term Disability benefits;
 - (f) any absence of six (6) months or more (other than approved paid leaves of absence during which assigned duties are to be performed e.g. Research/Study or Administration Leaves).
- 2.3 Completion of the Cessation of Staff Appointment Form is required upon cessation of employment or appointment except for casual staff/appointees who have not been given ongoing access to University property or resources.
- 2.3.1 Completion of the Cessation of Staff Appointment Form may be completed along with the Exit Interview Form. Copies of both forms are available on the Human Resources website.
- 2.3.2 In addition to the completion of the Cessation of Staff Appointment Form, units should ensure that the various non-payroll related tasks are completed to ensure the safe return of University property. The End of Appointment Checklist is available on the Human Resources website.
- 2.4 Any employee who has not satisfactorily completed any or all employment related obligations is to be informed by the employment supervisor in writing of the outstanding obligations and the expected remedy.

Part III Accountability

- 3.1 The University Secretary or the President is responsible for the formal review of these Procedures.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

Part IV Review

- 4.1 Formal Procedure reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is February 24, 2019.
- 4.2 In the interim, this Procedure may be revised or rescinded if:
 - (a) the Approving Body deems it necessary; or
 - (b) the relevant Policy is revised or rescinded.

Part V
Effect on Previous Statements

5.1 This Procedure supersedes:

- (a) all previous Board of Governors/Senate Procedures, and resolutions on the subject matter contained herein; and
- (b) all previous Administration Procedures on the subject matter contained herein; and
- (c) Policy: Cessation of Staff Employment/Appointment – Exit Procedures (dated October 8, 1992).

Part VI
Cross References

Policy: Cessation of Staff Appointments