OVERVIEW: The Purpose and Scope of this Toolkit
Employee separation from the college can prove to be somewhat challenging for not only the employee, but also the College, since this process requires a coordinated effort amongst various departments. Thus, in the spirit of ensuring compliance with CUNY policies and protecting the interests of Baruch College, while also ensuring a standard procedure when an employee separates, this document serves as an Off-Boarding Toolkit. This Off-Boarding Toolkit provides guidance to managers (or supervisors of employees in related entities) regarding the required procedures that will ensure the efficacious separation of an employee from the College. In addition, this Toolkit contains procedures and materials that afford all employees leaving the College an opportunity to share constructive feedback about their work experience at the College.

The procedures herein apply to all faculty and staff members (both full time and part time, as well as students), including affiliates, Research Foundation employees, and other entities at the College.

This Off-Boarding Toolkit is subdivided as follows:
1. Exit Process Flow Chart
2. The Off-Boarding Procedures
3. Off-Boarding FAQs: Frequently Asked Questions
4. Appendices
   a. Appendix 1: Manager¹ Off-Boarding Checklist
   b. Appendix 2: Employee Separation Sign-Off Form
   c. Appendix 3: Employee Off-Boarding Checklist
   d. Appendix 4: Staff Exit Business Continuity Designation Form
   e. Appendix 5: Summary of Procedures Chart

¹ This checklist is to be used also by supervisors of employees in related entities.
Baruch College Separation/Exit Process Workflow Chart

Employee Notice

Department

Human Resources

Labor Designee
If employee separation is involuntary, problematic, or possibly litigious.

Exit Process is initiated
(after Travia/Terminal Leave is completed) HR should provide Manager with link to Off-Boarding documents (See Appendices)

Public Safety

Information Technology

Property Management

Library

Payroll

Benefits

Timekeeping

Respective Department Actions
System Access Disabled

Manager/Supervisor:
Submit Manager Off-boarding Checklist (Appendix 1).

Employee: Submit required information
(see Employee Off-Boarding Checklist, Appendix 3)

Human Resources: Notify Campus Community via email

Employee: Go to HR to submit Employee Separation Sign-Off form (Appendix 2) and if full-time to complete Exit Interview/ Surveys.

Employee Separation
THE OFF-BOARDING PROCEDURES

Departmental Procedures
It is customary for employees who are voluntarily separating to provide timely and appropriate written notice of their intent to resign. The customary notice time is at least two weeks. Employees separating for any other reasons require notice by the manager/supervisor and department head. The manager/supervisor and department head should work closely with the Office of Human Resources or managers/supervisors and the Legal Counsel/Labor Designee. It is the responsibility of the manager/supervisor to ensure that all separation procedures are followed when an employee leaves the college or transfers to another department.

There are three basic steps in the off-boarding process:

Step I. Initiate Off-Boarding Process
1. Notify the Office of Human Resources via email at OHRSeparationNotifications@baruch.cuny.edu or manager/supervisor of the employee separation, with a copy of the resignation letter, if applicable. In the case of an employee on related entities payroll, notify Baruch College Fund Controller or Finance Office, depending on the entity involved. If the employee separation is involuntary, also notify the Office of the Legal Counsel/Labor Designee.

2. Human Resources will initiate the exit process for all staff on tax levy payrolls by sending the Manager/Supervisor an email that contains the link to the Off-Boarding documents (e.g., The Manager Off-Boarding Checklist [Appendix 1], the Employee Separation Sign-off Form [Appendix 2], the Employee Off-Boarding Checklist [Appendix 3], and the Staff Exit Business Continuity Designation Form [Appendix 4]) and notifying campus departments of the upcoming separation. (Note: For those individuals on Travia/Terminal Leave, this process begins when the leave is completed.) In cases where the employee is on related entities/non-tax levy payroll, manager/supervisor will notify Baruch College Fund Controller or Finance Office, depending on the entity involved, who will provide the link to the necessary documents. The Manager/Supervisor in turn sends the employee the relevant documents (e.g., the Employee Separation Sign-off Form and the Employee Off-Boarding Checklist).

3. Complete the Manager Off-Boarding Checklist (Appendix 1) to ensure all items are collected and finalized.

4. Remove the employee’s access from all college business activities (i.e. signatories for departmental accounts/and or purchasing provisions) at the appropriate time (e.g., upon the last day of employment).

5. Cancel access to any electronic systems maintained within Dept./Unit (Applicable only to internal departmental systems) at the appropriate time (e.g., upon the last day of employment).

6. Collect ID card, college properties and keys, and sign off on Employee Separation Sign-off Form (Appendix 2) at the appropriate time (e.g., upon the last day of employment).
7. Collect Baruch College purchase, credit, and travel cards; notify the Business Office for cancellation.

8. Ensure all checklists are signed by both the departing employee and the manager/supervisor.

9. Submit the CUNYFirst User Access Form to BCTC to deactivate CUNYFirst access (see Appendix 4 for details).

**Step II. Meet with employee to obtain crucial deliverables including project status reports.**
A project status report might include:

1. **Current and Ongoing Tasks** (e.g., a list of all current, outstanding, and important upcoming projects, deadlines, and tasks; lists of ongoing regular tasks, and any pending tasks [Work in Progress] that the employee is currently working on)

2. **Key Contacts** (e.g., contact information of those with whom an employee has been collaborating with on tasks, projects; committees, etc.; a list of key people/groups (internal and external) the position works closely with that are necessary to daily functions)

3. **Documents** (e.g., specific files/records-emails related to current or past projects).

**Step III. Complete Business Continuity Designation Form (Appendix 4)**

1. Return the completed form to BCTC.

**Payroll and Last Paycheck**
Prompt notification by manager/supervisor of staff departure is critical to facilitate the timely and accurate calculation and processing of an employee’s last paycheck, as well as any potential annual leave payouts.

**BCTC**
Prompt notification of any termination of employment is required to ensure that all access to BCTC systems is revoked in a timely manner. As soon as a termination date is known, the manager/supervisor must inform HR and BCTC using the appropriate forms.

Access to IT systems will be terminated effective as of the employee’s separation date from the college. Any exceptions to this rule can only be granted in writing by Legal Counsel. In some cases, immediate cancellation of access may be required. In such instances, the Office of Human Resources will coordinate with the manager/supervisor and BCTC regarding system deactivation. Managers in Research Foundation, Baruch College Fund, and other related entities can contact the BCTC security team and request immediate cancellation of all access.
The Responsibilities of various Offices

**BCTC** is responsible for:
- Deactivating network access, emails, CUNYFirst roles and other system access upon notification from Human Resources or manager/supervisor.
- Updating the Active Directory.
- Assigning a retiree e-mail address if requested.
- Assigning alternate designee for CUNYFirst as applicable.

**Public Safety** is responsible for:
- Disabling building access, effective last day worked.
- Collecting keys and ID cards.

**Finance** is responsible for:
- Canceling travel, credit cards, and/or purchasing cards upon notification from department or HR.

**Library** is responsible for:
- Informing the employee/department of any outstanding items/fines owed to the college.
  (NOTE: The library will not approve the employee’s exit unless these fees have been recovered.)

**Facilities** is responsible for:
- Reviewing office space/work station (cleaning, painting needs) in coordination with the department. (NOTE: If the employee’s workspace will be filled immediately a work order should be placed for repairs and or cleaning).

**Property Management** is responsible for:
- Following-up to ensure that the college property assigned to the staff member has been collected by the appropriate authority (techs in the schools and BCTC elsewhere).

**Retirees**

Faculty and Staff, who have finalized their bona fide retirement, must meet with the benefits team in advance in the Office of Human Resources to arrange and discuss the retirement transition. At the June 2015 CUNY Board of Trustees meeting, an amendment to the CUNY Policy on Acceptable Use of Computer Resources was approved that allows teaching faculty and librarians the option to retain their current CUNY e-mail address upon retirement. Faculty counselors also have the option to retain their current CUNY e-mail address upon retirement. The Retiree email form must be completed and returned to the Office of Human Resources prior to the employee’s retirement.

Employees in the Executive Compensation Plan and non-teaching instructional staff titles such as Higher Education Officer series, College Laboratory Technician series, Research Associates and Research Assistants will be given a one-time option at the time of retirement (during the off-boarding/exit interview process), to request a "retiree" e-mail. (Teaching faculty, librarians and faculty counselors may also opt for a "retiree email" in lieu of retaining their current email address). The retiree email form can be obtained at: Retiree Email form.

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2 Protocol discussed herein is relevant to Travia/Terminal leave only if said leave leads to separation (retirement).
**Internal Transfers (within the college)**

When employees transfer between departments at the college, both managers and employees should follow the procedures below:

1. Notify, in writing, the Office of Human Resources (or the Manager/Supervisor of an employee in related entities) of the transfer.
2. Complete and submit the Business Continuity Designation Form (Appendix 4).
3. Return to manager/supervisor all college property, keys, tools, computers, mobile devices or other equipment associated with current department.
4. Submit IT forms to cancel system access associated with current unit.

**Involuntary or Emergency Separations**

All involuntary separations must be discussed with the Legal Counsel/Labor Designee in the Office of the Executive Legal Counsel who will work with the Office of Human Resources on the implementation protocols. Further, the following offices must be contacted to immediately cancel access to College data and systems:

- Office of Human Resources
- Public Safety Director
- BCTC