

**HR Guidance**

**Termination of Employment Checklist**

Introduction

This checklist offers guidance through the various steps they must follow once an employee has submitted their notice terminating their contract of employment with Cumbria County Council.

This checklist is only relevant where an employee is leaving Cumbria County Council and should not be followed for employees are transferring to another team.

Checklist

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| --- | --- | --- |
| Step | Action | Date completed |
| 1 | Managers need to calculate   * Last day of employment (refer to contractual requirements) * Any outstanding leave entitlements. * Any other outstanding balances |  |
| 2 | Mangers are required to complete a [‘Termination of Employment Form’](http://www.intouch.ccc/servicecentre/hr/leavers/?row=1&tab=1) using the HR, Payroll and Administration Portal.  It is essential that you complete the form as soon as the employee has handed in their notice otherwise over/underpayments of salary may occur.  Managers need to be aware of the needs to inform the HR, Payroll and Administration Team of any retention payments or learner agreements which may have been paid to the employee, as we may need to reclaim some of the money from the employee |  |
| 3 | If the employee is retiring managers must advise them to look at the relevant pension’s information and complete any of the necessary forms.  You can access information relating to Pensions on InTouch [here](http://www.intouch.ccc/servicecentre/hr/pensions/default.asp). |  |
| 4 | The manager should hold a face to face exit interview with the employee. At this meeting the manager should cover the points set out in the exit interview procedure.  It is important to note that the employee will be requested to complete an online survey as part of the leaving process. The link for the survey is <https://www.surveymonkey.co.uk/r/FS8PG9S>.  If the employee prefers to complete the survey at the meeting with the manager, then this is not a problem and the manager should be supportive of this.     1. The employee is aware that if they need to access any previous payslips or P60s they will need to do this through MyHR before their termination date, as following their termination date of employment they will no longer have access to MyHR. 2. The employee’s home address is up to date as this is where their final payslip will be posted. 3. The employee knows it is their responsibility, if they are in a Trade Union, to inform them they are leaving Cumbria County Council. |  |
| 6 | The manager needs to ensure that:   1. The employee’s colleagues/external parties who either work with or have regular contact with the employee are aware that they are leaving and who they will need to contact moving forward. 2. (Managers within CF&RS) employees are offered the opportunity to meet with a member of the STL (Strategic Leadership Team). 3. Managers within CFRS need to ensure that employees are aware of the [**Retirement, re engagement and abatement - Fire Service**](https://www.cumbria.gov.uk/elibrary/view.aspx?ID=111824) policy and give a copy to the employee. 4. The employee has received their leaver letter, which includes;    * confirmation of last day of leave,    * confirmation of any outstanding leave,    * a reminder to return CCC property,    * a link to the exit interview survey.      + <https://www.surveymonkey.co.uk/r/FS8PG9S>   Leaver letter template |  |
| 7 | Collect any Cumbria County Council property from the employee on or before their last working day, all property should be return to the relevant teams (laptops and mobile phone must be returned to ICT within 7 days of the employee’s termination date).  It is the employee’s line manager who holds the accountability of making sure all equipment is returned.  Property to be returned may include:  Laptop  Mobile Phone  The Leaver and their Line Manager are responsible for ensuring that any live WhatsApp Groups are unlinked from the phone/WhatsApp App before handing it back to ICT to prevent any security breaches from occurring.  ID Badge  Car parking permit  Fuel/Purchase card  Keys/Fobs |  |