

## EMPLOYEE CLEARANCE FORM

The Employee Clearance process has been developed to assist departments in maintaining their records and to confirm that Douglas College property has been returned by employees who are leaving their employment due to resignation and/or retirement. **On your last day of work**, you must complete and deliver this Employee Clearance Form to Douglas College's Employee Relations Department.

| Employee Name:  |  | Campus: <input type="checkbox"/> NWC <input type="checkbox"/> DLC <input type="checkbox"/> Other |            |
|---|--|--|------------|
| Position:   | Dept:  | Room Number:   |            |
| Phone Number:   |  | Last Day Worked:   |            |
| <p><b>Manager or Supervisor, please confirm:</b></p> <ul style="list-style-type: none"> <li>- requested return of all department property (ie. Computers, technical equipment, uniforms, etc)</li> <li>- checked if employee has a TransLink Employee Pass; if so, department advised Employee Relations AND directed the employee to contact Employee Relations.</li> <li>- personal computer files have been removed</li> <li>- completion of all assigned duties and responsibilities</li> </ul> |  |  |            |
| _____   |  | _____  |            |
| Authorized Signature  |  | Date   |            |
| Department  | Returned   | Confirmation Signature/Email   | Print Name |
| Facilities Services<br>Room # 4800  | <input type="checkbox"/> All assigned keys, cell phones & pagers |  |            |
|   | <input type="checkbox"/> Parking pass                            |  |            |
| Learning Resources<br>Room # 2100   | <input type="checkbox"/> All outstanding Library property        |  |            |
| Audio Visual – CLS<br>Email   | <input type="checkbox"/> All outstanding AV equipment            |  |            |
| Financial Services<br>Room # 4740   | <input type="checkbox"/> Any advances                            |  |            |
|   | <input type="checkbox"/> Corporate Mastercard                    |  |            |
|   | <input type="checkbox"/> Petty Cash                              |  |            |

I confirm that all Douglas property in my possession has been returned or accounted for and that I have handed in my Employee ID card to my manager or supervisor.

It is my understanding that any monies that may be owing as a result of my pending resignation and/or retirement will now be released on my resignation and/or retirement date in accordance with the following instructions:

Hold for pick-up      OR       Mail to the following address:

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employee Signature