

COLLEGE PROPERTY AND ACCESS CLEARANCE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Attendance Management Policy
Approval Date:	August 23, 2019
Effective Date:	September 1, 2019
Procedure Owner:	Vice President, People
Procedure Administrator:	Senior Manager, Talent

Overview:

When an employee or contractor leaves NorQuest College (college), whether voluntarily or involuntarily, the employee's manager must collect from the employee or contractor all college property and send a request to discontinue access from all college systems.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No.5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

When an employee or contractor who is no longer employed by the college or is commencing an extended leave of absence, must return all college property and access to the college and its systems must be discontinued.

- The manager of this employee must, **by the last day of employment:**
 - Collect college property from the employee or contractor and deliver this property to the source division (i.e. credit card to Finance, cell phones to Technology and Creative Services (TCS), library books to the Library, ID card and keys to Facilities, etc.), and
 - Complete and submit the online [Leaving the College Request Form](#).
 - Submitting this form will automatically advise TCS, Service Desk, Facilities, Payroll and the college Library.
- In the case of involuntary termination the Manager, or the HR Consultant, if involved, will immediately collect the college property.
 - In special circumstances, when the employee is on an extended leave of absence such as maternity leave or deferred salary leave, the Division Head may approve the employee having access to college systems by completing the special circumstances on the [Leaving the College Request Form](#).
- Employees on leave without pay will have access to PeopleSoft self-service.

Definitions:

College Property: items owned by the college. Examples: keys, access cards, credit cards, employee ID cards, library books, computer, cell phone, etc.

College Systems: include any system owned and managed by the college. Examples include PeopleSoft, Moodle, Outlook, VPN, etc.

Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Contractor: a person or business which provides goods and/or services to NorQuest College under terms specified in a contract for a defined period. A contractor may not have an employee–employer relationship with NorQuest College.

Division Head: means anyone who manages a division or multiple divisions. Division Head is responsible for a division(s) reporting directly to an executive and normally includes Deans and Directors but may also include an executive or senior manager.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Extended Leave of Absence: is an absence for an extended period of time, normally three months or longer. Examples include: maternity leave; short term and long term disability; and deferred salary leave, etc.

Manager: means anyone classified as a Manager and manages a division, department, or unit. Managers can include senior managers, deans, directors, Members of Executive or the President and CEO.

- [Attendance Management Policy](#)
- [Leaving the College Request Form](#)

N/A

June 2023

June 2015: new (replaces Standard Practice 7.24 College Access and Property Clearance)
 August 2019: Compliance Office template & reorganization update
 August 2019: update review