



**TheCounty**  
PRINCE EDWARD COUNTY • ONTARIO

<b>Title: Offboarding of Employees Policy</b>	
<b>Policy Group: Your Government and People</b>	<b>Policy Administrator: Human Resources and Organizational Development</b>
<b>Resolution No. CW-234-2022</b>	<b>Policy Number: HR-08</b>
<b>Approval Date: 2022-08-18</b>	<b>Revision Date: 2026-08-18</b>

## 1. Policy Statement

- a) The Corporation of the County of Prince Edward (The County) maintains fair and consistent treatment of individuals when a decision is made by either party to end the employment relationship, or when individuals depart the organization for an extended leave of absence, or in the unfortunate incident of death.

## 2. Purpose

- a) To ensure that any separation of an outgoing employee, whether voluntary or involuntary (i.e., resignation, retirement, termination, end of contract, etc.), is handled efficiently, thoroughly, and in a professional manner.
- b) To support the departing employee in the best way possible.
- c) To ensure compliance with all applicable legislation and regulations.
- d) To manage logistical challenges of transitioning the work/team, and ensure minimal disruption to ongoing work functions.
- e) To ensure a strong handover procedure in order to retain important knowledge and expertise.
- f) To mitigate security risks.
- g) To prevent legal issues.
- h) To get valuable feedback.

### 3. Scope

- a) This policy applies to all employees of The County. Those employees represented by a bargaining unit should refer to their respective collective agreement.

### 4. Legislative Authority

- a) *Employment Standards Act, 2000 and Regulations*
- b) *Ontario Human Rights Code, R.S.O. 1990*

### 5. Definitions

- a) **Offboarding** means the process that leads to the formal separation between an employee and an organization. It encompasses all of the decisions and processes that take place when an employee leaves the organization. Offboarding also applies to employees who require a long term leave of absence, until such time as their return to work can be confirmed.

### 6. General

- a) An effective offboarding process ensures there are no loose ends when an employee leaves the organization. This includes, for example, and not limited to, communicating the departure, ensuring knowledge transfer, collecting the organization's assets, cancelling physical building and IT systems access, and completing all final documentation and paperwork.
- b) There is a procedure to this policy that covers the various steps and activities necessary to ensure a smooth process for both the departing employee and the organization. The procedure also includes a checklist.
- c) The exact process and timeline to follow may differ based on the nature of the departure.

### 7. Responsibility and Implementation

- a) Human Resources and Organizational Development is responsible for the administration of this policy, and for ensuring there is a systematic approach to offboarding that meets the standards set out in this policy and all applicable legislation.
- b) Supervisors, Managers and Directors are responsible for advising Human Resources of any employee who will be leaving the County, and for consulting with Human Resources on the process and activities involved.

- c) The Chief Administrative Officer (CAO) is responsible for directing compliance of this policy.
- d) Along with Human Resources and Organizational Development, the CAO establishes procedural guidelines in the application of the Policy and makes routine changes to the procedure as required.

#### **8. Documentation and Forms**

- a) See Offboarding of Employees Procedures