Employee Departure Checklist[1]

Departing employee's name: ___________________

Departure date: ___________________

Supervisor's name: ___________________

- -

Employee to be terminated: Yes ☐ No ☐ DO NOT NOTIFY EMPLOYEE OF THIS LIST IF YES

- -

Person responsible for completing this checklist: ___________________

Date checklist initially reviewed: _____________

Date all items completed: _____________ Signature: ___________________

- -

Note the distinction between deleting and disabling user and login IDs and email accounts. Deleting IDs and accounts could result in the loss of data and other relevant information if there is to be an audit or forensic review of the departing employee's work. Disabling IDs and accounts will prevent access and help preserve relevant audit and forensic information.

- -

Securing computers and electronic data:

- Network or Novell user ID to be *deleted or disabled* on: ____________
  - Remove network rights and from network groups
- Personal files in employee's network folder
  - Copied to network folder ______________________ on ________
  - Backup or archived to _____________________ on ________
  - To be deleted on: ___________
- Personal files in employee's laptop/desktop
  - Copied to network folder ______________________ on ________
  - Backup or archived to _____________________ on ________
  - To be deleted on: ___________
- *Disable or delete* Windows login account on personal desktop/laptop

[1] This checklist is a supplement to practicePRO's *managing the security and privacy of electronic data in a law office* booklet. This booklet provides a comprehensive review of various steps you should take to ensure that the electronic information in your office remains confidential and secure. It is available at www.practicepro.ca/securitybooklet

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Remote access:

- Disable remote access through Web site or dial-in

Passwords:

- Remove access or delete other passwords
    - Quicklaw, eCarswell
    - Teranet
    - Other: _____
- Change Administrator passwords for all applications and accounts that departing employee had or may have had, both on his/her computer and any other computers he/she may have had access to (including employees under his/her supervision or direction)
- Obtain any special passwords unique to employee
    - Accounting software: _____
    - Power-on password on computer
    - Passwords on protected files
    - Other: _____
- Change codes on or motion or intrusion alarm

E-mail related items:

- Disable or delete e-mail account on _____
- Disable remote e-mail access
- Forward personal email to _____ starting _____
- Forward general email to _____ starting _____

Phone related items:

- Delete voice mail message on _____
- Delete voicemail account or change voicemail password on _____
- Update voicemail directory
- Update phonebook advertisements and other directories

List Updates:

- Update staff and department lists
- Remove employee name from letterhead
- Remove reference to employee brochures
- Remove references to employee from Web sites

For lawyers only:

- Seek return of all client files and documents
- Obtain transfer memos for all matters, and reports on unbilled time, ARs
- Review calendar and tickler systems for pending deadlines and limitations
- Send notice to clients
- Reassign files
- Obtain final time sheets and expense reports

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Seek return of all firm property:

- Laptop
- Cell phone, PDA or pager
- Security pass (notify building security staff)
- Building and office keys (consider changing locks)
- Desk, file cabinet or file room keys
- Credit cards and calling cards
- Parking pass
- Personnel manual
- Client lists
- Petty cash advances
- Other office equipment (specify): _____

Employment related notifications:

- Payroll notifications
- Cancel benefits
- Notify banks and terminate signing authority
- Notify other service provides where appropriate

Give to employee:

- Termination letter
- Record of employment
- Personal property from desk and office

Complete exit interview/questionnaire

Notify staff of departure

This checklist may not be complete and should be carefully reviewed and adapted to the specific circumstances of any employee departure.

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practicePRO® is the Lawyers' Professional Indemnity Company's innovative risk management initiative. practicePRO is a multi-faceted program of tools and resources to help you and your practice thrive. Managing the security and privacy of electronic data in a law office is just one of several booklets in the practicePRO managing booklets series. Other practicePRO resources available to lawyers include: articles and information to assist lawyers in avoiding malpractice claims; "how to" practice aids that assist lawyers in efficient, effective and profitable practices; information on legal technology; education initiatives; and promotion of wellness and balance.

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