

Employee Departure Checklist



This document should be adapted to suit your practice and the matter it is being used for. See endnote.

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:

1. RETURN PROPERTY:

	Returned	N/A
Laptop	<input type="checkbox"/>	<input type="checkbox"/>
Cell phone	<input type="checkbox"/>	<input type="checkbox"/>
Tablet	<input type="checkbox"/>	<input type="checkbox"/>
Camera	<input type="checkbox"/>	<input type="checkbox"/>
External hard drives and USB sticks	<input type="checkbox"/>	<input type="checkbox"/>
Security pass	<input type="checkbox"/>	<input type="checkbox"/>
Building and office keys	<input type="checkbox"/>	<input type="checkbox"/>
Desk, file cabinet or file room keys	<input type="checkbox"/>	<input type="checkbox"/>
Credit cards, banking cards	<input type="checkbox"/>	<input type="checkbox"/>
Dongles	<input type="checkbox"/>	<input type="checkbox"/>
Calling cards	<input type="checkbox"/>	<input type="checkbox"/>
Parking pass	<input type="checkbox"/>	<input type="checkbox"/>
Business cards	<input type="checkbox"/>	<input type="checkbox"/>
Personnel manual	<input type="checkbox"/>	<input type="checkbox"/>
Client lists	<input type="checkbox"/>	<input type="checkbox"/>
Petty cash advances	<input type="checkbox"/>	<input type="checkbox"/>

This document may be adapted for use by lawyers and paralegals for their legal practices. It is available at practicepro.ca/checklists
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Other office equipment (specify):

2. CHANGE SECURITY ACCESS

	Disabled	N/A
Entry/exit security alarm password	<input type="checkbox"/>	<input type="checkbox"/>

3. ARCHIVE OR DELETE ELECTRONIC DATA

	Archived	Removed	N/A
Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tablet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[While email may be located in a laptop, desktop, or cloud, it deserves a category of its own. Email may need to be readily accessed to review the employee's communications and work.]

Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. REMOVE ELECTRONIC ACCESS:

DISABLE OR DELETE USER ID ON DEVICES

[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.]

	Disabled	Deleted	N/A
Laptops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desktops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tablets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellphones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISABLE OR DELETE REMOTE/NETWORK ACCESS

	Disabled	Deleted	N/A
Website remote access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dial-in remote access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual Private Networking (VPN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Network rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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DISABLE OR DELETE CLOUD ACCESS

[The categories below are broad. We recommend replacing the categories with the name of the actual provider. For example, practice management software can include Clio, Amicus Attorney, etc. Email can include Gmail, Outlook, etc. Cloud storage can include Evernote, OneNote, DropBox, etc. Social networking can include company accounts for Twitter, Facebook, LinkedIn, etc. Add additional entries where there are multiple providers.]

	Disabled	Deleted	N/A
Practice management software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cloud storage/File sharing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caselaw search engines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. UPDATE EMAIL AND PHONE NOTIFICATIONS

Email account	Auto-forward <input type="checkbox"/>	Auto-reply <input type="checkbox"/>	N/A <input type="checkbox"/>
Voicemail	Deleted <input type="checkbox"/>	Change <input type="checkbox"/>	N/A <input type="checkbox"/>
Internal voicemail directory	Deleted <input type="checkbox"/>	Change <input type="checkbox"/>	N/A <input type="checkbox"/>

6. UPDATE LISTS

EXTERNAL LISTS

	Updated	N/A
Phonebook advertisements	<input type="checkbox"/>	<input type="checkbox"/>
Online advertisements	<input type="checkbox"/>	<input type="checkbox"/>
Website (all references to employee)	<input type="checkbox"/>	<input type="checkbox"/>
Social networking (all references)	<input type="checkbox"/>	<input type="checkbox"/>

INTERNAL LISTS

	Updated	N/A
Staff and departments lists	<input type="checkbox"/>	<input type="checkbox"/>
Letterhead	<input type="checkbox"/>	<input type="checkbox"/>
Law firm brochures	<input type="checkbox"/>	<input type="checkbox"/>

7. ENSURE FILES ARE IN ORDER [DEPARTING LAWYERS]

	Done	N/A
Return of all client files and documents	<input type="checkbox"/>	<input type="checkbox"/>
Transfer memos for all matters	<input type="checkbox"/>	<input type="checkbox"/>
Reports on unbilled time, account receivables	<input type="checkbox"/>	<input type="checkbox"/>
Send notice letter to clients	<input type="checkbox"/>	<input type="checkbox"/>
Reassign all files	<input type="checkbox"/>	<input type="checkbox"/>
Obtain final time sheets	<input type="checkbox"/>	<input type="checkbox"/>
Obtain remaining expense reports	<input type="checkbox"/>	<input type="checkbox"/>
Review calendar and tickler systems for pending deadlines and limitations	<input type="checkbox"/>	<input type="checkbox"/>

8. NOTIFY APPROPRIATE ENTITIES

	Notified	N/A
Payroll provider	<input type="checkbox"/>	<input type="checkbox"/>
Cancel benefits	<input type="checkbox"/>	<input type="checkbox"/>
Notify banks	<input type="checkbox"/>	<input type="checkbox"/>
Terminate signing authority	<input type="checkbox"/>	<input type="checkbox"/>
Notify other service providers	<input type="checkbox"/>	<input type="checkbox"/>

9. WRAP IT UP

	Done	N/A
Provide termination letter	<input type="checkbox"/>	<input type="checkbox"/>
Provide record of employment	<input type="checkbox"/>	<input type="checkbox"/>
Return personal property	<input type="checkbox"/>	<input type="checkbox"/>
Conduct exit interview	<input type="checkbox"/>	<input type="checkbox"/>
Notify staff of departure	<input type="checkbox"/>	<input type="checkbox"/>

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