

This checklist outlines the steps that a manager should apply when reviewing an employee's layoff.

SEASONAL LAYOFF CHECKLIST Supervisor/Manager Checklist (FOR MANAGER REVIEWING SEASONAL LAYOFF'S)		
Upon learning of Layoff, complete the following portion of the checklist:		
Notification	<ul style="list-style-type: none"> ○ Notify HRSC once you are aware of the layoff(s) (via email, memo, report etc). ○ Prepare layoff letter and forward to employee. 	<input type="checkbox"/>
Entitlements	<ul style="list-style-type: none"> ○ Advise employee that annual entitlements will be pro-rated. ○ Receive carry over request advising amount of carryover and send to HRSC or recover if negative balance exists. 	<input type="checkbox"/>
Timecard	<ul style="list-style-type: none"> ○ Ensure all timecards have been entered by the employee and have them enter final timecard by the layoff date as timecard entry access will be removed during layoff. If not, request employee submits additional timecards for processing. 	<input type="checkbox"/>
Outstanding Debts	<ul style="list-style-type: none"> ○ Check with Financial Branch to verify if there are any outstanding debts: <ul style="list-style-type: none"> <li style="width: 33%;">• Accountable Advance <li style="width: 33%;">• Education Advance <li style="width: 33%;">• Petty Cash Advance <li style="width: 33%;">• Relocation Expense <li style="width: 33%;">• Travel Advance <p><i>* Indicate details on Recall/Layoff Notification form.</i></p>	<input type="checkbox"/>
Separation Form	<ul style="list-style-type: none"> ○ Complete and send Recall/Layoff Notification Form to HRSC. 	<input type="checkbox"/>
Work Transition	<ul style="list-style-type: none"> ○ Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge. ○ Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable). ○ Develop a transition plan for departing employee's workload. This should include timelines and an outline of temporary job and training responsibilities. ○ Communicate transition plan to co-workers and any other stakeholder(s). 	<input type="checkbox"/>
On last day of work, complete the following portion of the checklist: If Layoff date is prior to today's date this prompts immediate action		
Government Property	<ul style="list-style-type: none"> ○ Collect all government property, including but not limited to: <ul style="list-style-type: none"> <li style="width: 50%;">• Security / Access Card <li style="width: 50%;">• Calling Card(s) <li style="width: 50%;">• Cell Phone / Blackberry / Pager <li style="width: 50%;">• Credit Card(s) / Purchasing Card* <li style="width: 50%;">• ID Card <li style="width: 50%;">• Keys / Uniform <li style="width: 50%;">• Transit Pass (Regina only) / Parking Pass <li style="width: 50%;">• Office / Computer Equipment <p><i>*If employee is an authorized purchaser, contact suppliers and vendors to remove employee.</i></p>	<input type="checkbox"/>
Government Systems	<ul style="list-style-type: none"> ○ Complete Service Request form and send to ITO to request system access be disconnected. This should include specific application access, for example, One Client Service Model (OCSM). ○ If employee has MIDAS access, contact your Ministry Security Requestor to request removal. ○ Record passwords pertaining to accessing telephone messages and computer files. ○ Advise employee to record final voicemail greeting with phone number of contact person. ○ Advise employee to remove all applications from home computer that were obtained through the employer/Microsoft agreement. ○ Provide updates to appropriate coordinator: <ul style="list-style-type: none"> <li style="width: 50%;">• Distribution Lists (internal) <li style="width: 50%;">• Email Groups (admin support) <li style="width: 50%;">• Organization Charts (BUSINESS PARTNER) <li style="width: 50%;">• Signing Authorities (Financial Br) <li style="width: 50%;">• Telephone Records (Corp Services) / Government Directory <li style="width: 50%;">• Scheduling Lists (internal) 	<input type="checkbox"/>
HRSC Employee Communication	<ul style="list-style-type: none"> ○ Advise employee to contact HRSC if he/she has an address change for T4 purposes. 	<input type="checkbox"/>
Record of Employment (ROE)	<ul style="list-style-type: none"> ○ Advise employee that the ROE will be sent electronically to Service Canada. 	<input type="checkbox"/>