

MCC Exit Checklist

This checklist provides the necessary steps for managers, employees, and HR when employees resign, retire or exit the College for any reason.

Steps for Employees

- Review Collective Bargaining Agreement/Personnel Handbook for retirement provisions, if applicable, and benefits provisions to determine exit date.
- Submit a resignation/retirement letter to direct supervisor with intended last day of employment.
- Request any personal time you seek to take during notice period and await supervisor's approval.
- Meet with your supervisor to discuss transition of work duties and review any current projects.
- Draft a transition plan detailing outstanding projects, key contacts, important deadlines, and deliverables and submit to supervisor prior to last day of work.
- Review H drive, remove personal files and move work related documents to department share drive.
- Be prepared to have your MCC email access and access to systems discontinued.
- Share any administrative privileges and account information with your supervisor to refresh any password sensitive access.
- Meet with HR for exit interview and to discuss discontinuation of benefits.
- Return the following to your supervisor: keys, laptop/pc, College cell phone, iPad, any other College owned electronic devices, parking access card, etc.
- Return library materials in your possession.
- Share personal e-mail with your colleagues to maintain communication.
- Clean out your workspace.

Steps for Managers

- Immediately forward resignation/retirement letter to direct supervisor, division VP, and HR upon notice of exit.
- Immediately submit an Exit Form in Interview Exchange and attach resignation letter/e-mail.
- Meet with employee to let them know what you expect during the notice period.
- Review any request for time off during notice period to determine approval based on priorities/department needs.
- Determine the last physical day in the office.
- Review projects employee is currently working on.
- Schedule follow-up meeting as needed.
- Ask employee to provide transition plan detailing outstanding projects, key contacts, important deadlines, etc.
- On employee's last day, collect the following items: keys, laptop/PC, College cell phone, iPad, any other College owned electronic devices, parking access card, etc.
- Provide employee's electronic devices to IT, submit keys to Facilities and turn in parking pass to Office of Administration.
- Notify employee about cleaning current work space and removing all personal items.
- Refresh any department specific password sensitive access and administrative privileges of exiting employee.
- Communicate exit of employee with your current team.
- Discuss with senior leadership/team to consider whether cross-training among team is necessary for work continuity and evaluate the future needs of your department including potential realignment of work, redesign of the vacancy, back filling of position, interim assignments, and internal career opportunity.

Steps for HR

- Receive notification of resignation/retirement.
- Confirm supervisor submitted Exit Form in Interview Exchange.
- Meet with employee to conduct exit interview and to discuss discontinuation of benefits.
- Update HR systems and records to reflect change in employee status.
- Approve Exit Form in Interview Exchange to ensure routing to departments for action, including IT, Finance, Enrollment, and Library Services.

Contact Lauren Hutchinson at hutchinsonl@middlesex.mass.edu or (781)280-3546 with any questions.