

# COLLEGE PROPERTY AND ACCESS CLEARANCE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional category</b>	Human Resources
<b>Parent policy</b>	Attendance Management Policy
<b>Approval date</b>	June 10, 2024
<b>Effective date</b>	June 10, 2024
<b>Procedure owner</b>	Vice President, People, Culture & Equity
<b>Procedure administrator</b>	Manager, People

## Overview

When an employee or contractor leaves NorQuest College (college), whether voluntarily or involuntarily, the employee's People Leader must collect from the employee or contractor all college property and send a request to discontinue access from all college systems.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

## Procedure

An employee or contractor who is no longer employed by the college or is commencing an extended leave of absence must return all college property;

and, access to the college and their access to college systems must be discontinued.

- The People Leader of this employee must, by the last day of employment:
  - Collect college property from the employee or contractor and deliver this property to the source division (i.e., credit card to Finance, cell phones and computers to Business Technology Services (BTS), library books to the Library, ID card and keys to Campus Services, etc.), and
  - Complete and submit the online [Leaving the College Request Form](#).
    - Submitting this form will automatically advise BTS, Campus Services, Talent Operations, the Library, Procurement and Contract Management, Records Management, and the Office of the Registrar.
- In the case of involuntary termination, the People Leader or the HR Business Partner, will immediately collect all college property.
  - In special circumstances, when the employee is on an extended leave of absence such as maternity leave or deferred salary leave, the Division Head may approve the employee having access to college systems by completing the special circumstances on the [Leaving the College Request Form](#).
- Employees on a leave without pay will have access to PeopleSoft self-service.

## Definitions

**College Property:** Items owned by the college. Examples: keys, access cards, credit cards, employee ID cards, library books, computer, computer equipment, cell phone, etc.

**College Systems:** Include any systems owned and managed by the college. Examples include PeopleSoft, Moodle, Outlook, VPN, etc.

**Contractor:** A person or business which provides goods and/or services to NorQuest College under terms specified in a contract for a defined period. A

contractor may not have an employee-employer relationship with NorQuest College.

**Division Head:** Anyone who manages a division or multiple divisions. Division Head is responsible for a division(s) reporting directly to an executive and normally includes Deans and Directors but may also include an executive .

**Employee:** Includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

**Extended Leave of Absence:** Is an absence for an extended period of time, normally three months or longer. Examples include: maternity leave; short term and long term disability; and deferred salary leave, etc.

**Manager:** Means anyone classified as a Manager and manages a division, department, or unit. Managers can include senior managers, deans, directors, Members of Executive or the President and CEO.

## Related information

### NorQuest College

- [Attendance Management Policy](#)
- [Leaving the College Request Form](#)

### External

N/A

## Next review date

June 2028

## Revision history

Date	Version Number	Action
June 2015	V1	New (replaces Standard Practice 7.24 College Access and Property Clearance).
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update.
August 2019	V3 (published as V2)	Update review.
June 2024	V4	Minor changes made to full list of college assets and updated procedure Administrator Title and Divisional Head definition.