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| Policy Section: | Human Resources |
| Policy Title: | Employee Exit Protocol |
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5. EMPLOYEE EXIT PROTOCOL

It is the General Manager's responsibility to ensure identified steps are taken when an employee leaves the RCJTC so that RCJTC property is returned and access to facilities and information systems is restricted as soon as possible in order to limit potential liability for the RCJTC.

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.05.05 Employee Exit Protocol and Checklist