

## **FFCU EMPLOYEE TERMINATION POLICY**

When an employee separates from employment at the Family First Credit Union, it is important to ensure an orderly transition, which includes the protection of the organization's assets.

Management is responsible for the separation process for its employees, including the return of all FFCU property such as company-supplied equipment, including but not limited to, cell phones, pagers, computers, ID badges, books, and company credit cards. Departments are also responsible for controlling access to computer systems (including, but not limited to, data systems, e-mail, phone, etc.) and for controlling access to buildings.

The following form has been developed to help FFCU management complete all necessary separation actions. The form is a template and may be modified by management. It is intended for use as a guideline.

## FFCU Employment Termination Checklist

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Management

\_\_\_\_\_ Notify Management: As soon as you are aware of and/or receive a letter from an employee that notifies you of the employee's intention to terminate employment, notify Management.

\_\_\_\_\_ Official Notice: If an employee tells you of their intention to leave your employment, ask them to write a **resignation letter** that states they are leaving and their intended last day. (FFCU requests a minimum of two weeks notice, when possible and desirable.)

### Permissions Termination

\_\_\_\_\_ Notify Management: As soon as you know that an employee is leaving, notify Management of the date and time on which to **terminate the employee's access to computer** and telephone system/messages. (Make arrangements for how these accounts will be routed to ascertain that your organization will not lose contact with clients and customers.) Additionally, disable the employee's building entry alarm code, if applicable.

### IT Considerations When Involuntary Termination Occurs

\_\_\_\_\_ **Notify Management:** In the case of a terminated employee, IT should immediately revoke all computer, network, and data access the former employee has. Remote access should also be removed, and the former employee should be dispossessed of all company-owned property, including technological resources like a notebook computer and intellectual property such as corporate files containing customer, sales, and marketing information.

However, in the case of an employee whose end of employment is only imminent, IT should consult with Management to determine the appropriate manner in which to stagger the revocation of access over the person's remaining days of employment.

Just as the granting of access and security clearances should be documented for future reference, the revocation of access should also be documented, especially for legal

purposes. The goal, of course, should always be to revoke access in ways that make good business sense financially, technologically, and legally.

## **Vendor/Institution Relationships**

\_\_\_\_\_ **Vendor Relationships** If employee had vendor relationships, notify all applicable vendors of the employee's date of termination as well replacement contact at FFCU.

\_\_\_\_\_ **Institutional Relationships** If employee had institutional relationships, notify all applicable institutions of the employee's date of termination as well as a replacement contact at FFCU. As an example, notify Galaxy, GCUA, Georgia Central CU, Quickrate, CSI, United American Investor (verbally & in writing), Cancel access to Federal Reserve, if applicable.

## **Return of Property**

\_\_\_\_\_ **Return of company property:** Exiting employees are required to turn in all company books and materials, keys, ID badges, computers, cell phones and any other company-owned items.

\_\_\_\_\_ **Doors/Locks:** If employee had to access to building and/or other locked areas, change locks, combinations, etc. as necessary and appropriate.

\_\_\_\_\_ **Passwords:** Employees should provide their supervisors with passwords and other information pertaining to accessing computer files and telephone system/messages. (You may want to keep email and phone accounts active for awhile to field customer contacts.)

## **Exit Interview**

\_\_\_\_\_ **Confidential exit interview:** Exiting employees are encouraged to participate in a confidential exit interview with Management. When notified that an employee is terminating employment, Management will schedule an exit interview. All information gathered is confidential.

\_\_\_\_\_ **Give the employee an address update form to fill out if they move.** FFCU will verify that the employee's contact information is up-to-date so that we may contact them if necessary.