DEPARTMENT OF CORRECTIONS

Policy:	**103.008**
Title:	**Supervisor Checklists for Staff Changes**
Effective Date:	**6/4/19**

PURPOSE: To instruct supervisors on the purpose and use of the supervisor checklists for staff changes.

APPLICABILITY: Supervisors and managers, including MNIT staff at DOC.

DEFINITIONS:
Supervisor checklists for staff changes – internal control tools to be used by all supervisors and managers whenever staff changes occur, to help ensure all appropriate staff are notified and appropriate computer and security accesses are provided or eliminated, as necessary.

PROCEDURES:

A. The checklist forms are maintained on the Compliance and Risk Management iShare site under Enterprise Risk Management Documents (staff accessible only).

B. The Employee Entrance Checklist for Supervisors (link attached) is used by all supervisors and managers whenever an employee is hired into the supervisor's or manager's department. The checklist must be started prior to the employee's first day.

C. The Employee Exit Checklist for Supervisors (link attached) is used by all supervisors and managers whenever an employee leaves the supervisor's or manager's department. The checklist must be started prior to the employee's last day.

D. The supervisor or manager must complete the appropriate form and keep it electronically either in an employee file or in the employee's supervisory file. Forms must be available for review upon request by the supervisor's manager, and during peer reviews or audits.

E. The supervisor must check each box. Some steps may not be applicable to each supervisor and, at the supervisors' discretion, may be marked accordingly.

F. These forms are not meant to replace the orientation or first-day forms located in the human resources toolbox.

INTERNAL CONTROL:

A. Forms are available for review upon request by the supervisor's manager and during peer reviews or audits.

ACA STANDARDS: None

REFERENCES: None

REPLACES: Policy 103.008, "Supervisor Checklist for Staff Changes,"4/3/18.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Employee Entry Checklist for Supervisors (103.008A on Compliance and Risk Management iShare site – staff only)
Employee Exit Checklist for Supervisors (103.008B on Compliance and Risk Management iShare site – staff only)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services