

Tenant Leavers Procedure

V.1 Oct 2022



Purpose:

The purpose of this document is to provide the procedure for off boarding a member of staff leaving a BioEscalator tenant company.

Summary:

The tenant Office Manager (or equivalent) must notify BioEscalator reception via email of any leaving staff members within their company no less than ten working days before the leaving date. A leaver includes any temporary employees, consultants, or interns.

The 'BioEscalator tenant employee leaver's checklist' document should be used to ensure all required actions are taken when offboarding a staff member. This document can be found on the BioEscalator intranet or received by emailing bioescalator.reception@medsci.ox.ac.uk.

Procedure:

The tenant Office Manager (or equivalent) must:

- Obtain the leaver's university card and locker key and return them to BioEscalator reception.
- Email BioEscalator reception to cancel any parking permits the leaver has if necessary.
- Request removal from the BioEscalator WhatsApp group if necessary via BioEscalator reception.
- Request removal from the BioEscalator mailing lists via BioEscalator reception.

BioEscalator Reception will:

- Email the university card office, letting them know the employee is leaving.
- Remove any card access on the returned card.
- Destroy the leaver's University card.
- Remove the leaver's information from the Tenant Information Database.
- Remove the leaver from the BioEscalator WhatsApp group if necessary.
- Remove the leaver from all BioEscalator mailing lists if necessary.

The BioEscalator IT Analyst will:

- Remove the leaver from the tenant's Wi-Fi.

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Temporary employees/Consultants

If your leaver has been with you for **four weeks or less**, they should have received a temporary card from BioEscalator Reception. This needs to be obtained by the tenant office manager (or equivalent) and returned to BioEscalator Reception.

If your leaver has been with you for **more than four weeks**, the process for a permanent staff member must be followed.

If they have been given a locker, the office manager (or equivalent) must obtain the locker key from the temporary employee.