

The Diocese of Northwestern Pennsylvania

TERMINATED EMPLOYEES

When an employee is terminated, please be sure all property belonging to the Church is returned, including, but not limited to:

Computer

Church Files

Cell phone

Financial Records

Calculator

Keys

Remove the employee from your security system. If it is a shared system, be sure to change the access codes.

If there is a concern that the employee had made copies of the keys, then it may be necessary to have all the locks re-keyed. This could be rather expensive.

Be sure to get the Login User Names and Passwords for all programs that belong to the Church. Change the login information ASAP.

