

Seasonal Staff Wrap-Up Checklist for Hotel Employers

1. Employment Wrap-Up

- ☐ Confirm end date of seasonal contracts and communicate clearly with staff.
- ☐ Provide written notice of termination if required based on length of employment.
- ☐ Issue final pay, including any outstanding wages, vacation pay, and overtime.
- ☐ Submit Record of Employment (ROE) for each staff member.
- ☐ Collect uniforms, keys, equipment, and other company property.
- ☐ Conduct exit interviews (optional but recommended for feedback).

2. Staff Housing Wrap-Up

- ☐ Review housing agreements and confirm tenancy end dates.
- ☐ Provide written notice to vacate if required.
- ☐ Schedule and conduct move-out inspections with staff present.
- ☐ Document any damages and prepare itemized deductions if applicable.
- ☐ Return security deposits within the required timeframe.
- ☐ Disconnect utilities or transfer accounts as needed.
- ☐ Clean and prepare housing units for next season or new tenants.

3. HR & Compliance

- ☐ Ensure termination decisions are fair and consistent across all staff.
- ☐ Review any accommodations or special arrangements made during employment.
- ☐ Maintain records of contracts, pay, housing, and communications.
- ☐ Update internal systems and remove staff from schedules, payroll, and access lists.

4. Planning for Next Season

- ☐ Document performance notes for potential rehires.
- ☐ Update job descriptions and contracts for next season.
- ☐ Review housing needs and adjust capacity or agreements as needed.
- ☐ Debrief with supervisors to identify improvements for next season.