

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Termination Clearance Guidelines

UH-Downtown/PS 02.A.22
Issue No. 1
Effective date: 09/15/03
Page 1 of 2

1. PURPOSE

The purpose of this Policy Statement is to define an organized method of processing employees leaving the University of Houston - Downtown that complies with State regulations governing property management and tries to prevent the failure of the terminating employee to return University property. This process encourages the completion of the documents necessary to facilitate the terminating employee's choices regarding benefit matters and allows the University to gain from information acquired from the terminating employee during the exit counseling session. This Policy Statement applies to all employees except temporary and student staff employees.

2. POLICY

It is the policy of the University of Houston - Downtown to provide termination and clearance procedures for all employees who terminate employment to facilitate appropriate personnel records documentation, assure exit counseling regarding the details of the termination process, provide benefits counseling, and to guarantee the collection of all university property.

3. POLICY PROVISIONS

3.1 The University of Houston - Downtown encourages employees to submit a written notice of voluntary resignation or retirement to the immediate supervisor at least two weeks prior to the effective date of termination, stating the reason(s) for the resignation. A copy of the original notice of resignation or retirement shall be forwarded to the Human Resources Department for inclusion in the employee's official personnel file.

3.2 It is the employee's responsibility to take the actions listed below on or before the last day of work. In cases where an employee is dismissed involuntarily, it is the supervisor's responsibility to ensure compliance with these actions to the greatest degree possible.

- a. Return all tools, uniforms, equipment, credit cards, manuals, and other university property in his/her possession to the supervisor.
- b. Return the University employee identification card.
- c. Return all keys to offices and/or buildings.
- d. Return all library materials to the Library and/or pay any outstanding library fines.
- e. Settle all financial matters and/or indebtedness to the University of Houston System Campuses.
- f. Pay any outstanding parking tickets, and return parking access cards.

Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.

3.3 Upon notification of an individual resigning or terminating employment, it is the supervisor's responsibility to assure the collection of all university keys

and other property and to instruct the employee to settle financial and parking matters prior to leaving the university. The supervisor must also assure the security of the university's information systems by canceling passwords, long distance telephone authorization codes or other methods of access. The supervisor must also cancel all signature authority of the employee for accounts payable and PeopleSoft accounts.

3.4 A Personnel Action Request (PAR) form must be submitted to the Human Resources Department no later than three (3) working days from the date of official, written notice of resignation/retirement to remove the employee from the payroll and to notify the Human Resources Department of the employee's termination. Each PAR must reflect any vacation leave, accrued but not taken (and eligible sick leave in the event of the employee's death) that is to be paid upon termination and a separation code indicating the reason.

3.5 An exit interview may be conducted at the time of an employee's termination for cause, resignation or retirement. The exit interview process is to inform the employee of all rights, benefits, and options, and to gather information pertaining to organizational problems.

3.6 When appropriate, arrangements may be made for the employee to collect personal belongings under supervision and then to be escorted from the building.

3.7 A terminating employee may request a meeting with a benefits representative to discuss insurance conversion, where appropriate, and to receive information about continuation of group insurance benefits. The benefits representative will assist any terminating employee desiring to deactivate the Teacher Retirement System, Optional Retirement Program, or Tax Deferred Annuity or to obtain information pertaining to eligibility for retirement. The employee may exercise the option to contribute to the sick leave pool prior to termination.

3.8 In the event of an employee's death, procedures in effect at the University of Houston - Downtown concerning the death of an employee will be followed to process final salary/wage and benefit payments and any claims with the employee's designated beneficiary or the employee's estate.

3.9 A regular staff employee who is dismissed for cause will be advised of his/her rights to a post-dismissal hearing in accordance with post dismissal procedures as outlined in the Staff Handbook.

3.10 A copy of the "Termination Clearance Checklist Form" and "Exit Interview Questionnaire" are attached to this policy statement.

3.11 Nothing in this policy shall be used to permit discrimination or retaliation against any individual or group on the basis of race, gender, age, color, religion, national origin, disability, sexual orientation, or veteran status.

4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Human Resources
Department

Review: Bi-annually



President

Policy History

Issue #1: 09/15/03