

MAY 17 2012

UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

UCC Certified

SECTION: Human Resources

NUMBER: 02.A.25

AREA: General

SUBJECT: Termination Clearance Guidelines

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1. PURPOSE

This document defines an organized method of processing terminations of employees leaving the University of Houston System that complies with state regulations governing property management and prevents the sometimes unintentional failure of the terminating employees to return component university property. This process encourages the completion of the documents necessary to facilitate the terminating employee's choices regarding benefit matters and allows the component university to gain from valuable information acquired from the terminating employee during the exit counseling session.

This document applies to all employees, except temporary and student employees.

2. POLICY

It is the policy of the System to provide termination and clearance procedures for all employees who terminate employment to facilitate appropriate personnel record documentation, assure exit counseling regarding the specifics of the termination process, provide benefits counseling, and to guarantee the collection of all component university property.

3. POLICY PROVISIONS

3.1. The System 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 component university's 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 accordance with component university procedures. In cases where an employee is dismissed involuntarily, it is the supervisor's responsibility to ensure compliance with the following actions to the greatest degree possible:

- a. Return all tools, uniforms, equipment, credit cards, manuals, and other component university property in his/her possession to the supervisor.

- b. Return component university identification cards.
 - c. Return all keys to offices and/or buildings.
 - d. Return all library materials.
 - e. Settle all financial matters and/or indebtedness to the ~~System or any of its-~~ component ~~universities~~university.
 - f. Pay any outstanding parking tickets and return parking access cards.
 - g. Contact the component university human resources benefits section to receive information regarding benefits.
- 3.3. Failure to return component university property or the removal of component university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.
- 3.4. Upon notification of an individual resigning or terminating employment, it is the supervisor's responsibility to inform the employee of the termination clearance process. ~~assure the collection of all component university keys and other property and to instruct the employee to settle financial and parking matters prior to leaving the component university.~~ The supervisor must also assure the security of the component university's information systems, ~~by canceling passwords, long-distance telephone authorization codes or other methods of access.~~
- 3.5. A termination Electronic Personnel Action Request (ePAR) form will be submitted to the component university human resources department prior to the end of the payroll processing period in accordance with the component university payroll calendar.
- 3.6. An exit interview may be conducted at the time of an employee's termination for cause, resignation, or retirement. Each component university's human resources department will establish an exit interview process to inform the employee of all rights, benefits and options and to afford the employee the opportunity to discuss his/her overall experience at the component university.
- 3.7. When appropriate, arrangements may be made for the employee to collect personal belongings under supervision and then to be escorted from the building.

- 3.8. 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 from the System. The employee may exercise the option to contribute to the sick leave pool prior to termination.
- 3.9. In the event of an employee's death, procedures in effect at the employing component university will be followed to process any claims with the employee's designated beneficiary or the employee's estate.
- 3.10. A regular, non-probationary staff employee who is dismissed for cause will be advised of his/her rights to a post-dismissal hearing.
- 3.11. Each component university's human resources department will establish detailed procedures for the administration of this policy.
- 3.12. Nothing in this policy shall be used to permit discrimination or retaliation against any individual or group on the basis of race, sex, age, color, religion, national origin, disability, genetic information, sexual orientation, or veteran status; nor may it be construed to be a basis for circumventing equal employment opportunity laws, policies and standard employment procedures.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every five years, on or before September 1

5. APPROVAL

Approved: Carl P. Carlucci
Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: October 18, 2010

REVISION LOG

<u>Revision Number</u>	<u>Approval Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>11/04/1994</u>	<u>Initial version</u>
<u>2</u>	<u>05/22/1995</u>	<u>Added application of SAM to all employees except temporary and student staff employees in Section 1. Revised Section 3.2 to include the supervisor's responsibility to ensure compliance to procedures for involuntary termination. Added cancellation of all signature authority of the employee for Accounts Payable and FRS accounts in Section 3.3</u>
<u>3</u>	<u>03/27/2003</u>	<u>Applied revised SAM template to reflect current operating practices. Removed "University of Houston System" and replaced with "System" throughout documentation. For Section 3.2, added return of university ID cards and contacting the HR Benefits section to receive information regarding benefits. Added Section 3.3 on possible legal action for failure to return university property. Replaced FRS account with PeopleSoft account in Section 3.4. Removed additional requirement information from Section 3.5 on ePAR. Removed the reference to SAM 02.A.04 from Section 3.10. Removed all supporting documentation on detailed procedures in Section 3.11. Changed the review period from odd numbered years on or before August 31st to every three years on or before May 31st. Changed responsible party and added VC for Administration and Finance to Approval process. Added Section 6, Indexing terms</u>
<u>4</u>	<u>06/16/2004</u>	<u>SAM 02.A.25 was revised to include new language to describe the exit interview process as a way to "afford the employee the opportunity to discuss his/her overall experience at the University"</u>
<u>5</u>	<u>04/07/2008</u>	<u>Applied revised SAM template. Documentation was updated to remove the supervisor's PeopleSoft account inactivation responsibility upon employee termination, as this is performed automatically. Section 3.11 was removed. Removed Section 6, Indexing terms. Changed responsible party to AVC for Finance. The review period changed from every three years on or before May 31st to every five years on or before August 31st</u>
<u>6</u>	<u>10/18/2010</u>	<u>Applied revised SAM template. Section 3.5 was updated to reflect the current practice of publishing ePAR due dates on the payroll calendar. The requirement to submit terminating ePARs within 5 days of the employee's termination date was removed</u>
<u>7</u>	<u>TBD</u>	<u>Applied revised SAM template and added new Revision Log. Updated Section 3.4 to have the supervisor inform the employee of the termination process, not to perform part of the process. Added genetic information to Section 3.12.</u>