

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Employee Relations

Number: 02.04.05

SUBJECT: Termination Clearance

I. PURPOSE

The purpose of this document is to establish procedures for processing the termination of all employees, except temporary and student employees, in accordance with [System Administrative Memorandum \(SAM\) 02.A.25](#). Defined procedures ensure the timely processing of termination benefits, return of university property, notification to appropriate departments, and proper documentation in the terminating employee's personnel file.

The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

II. DEFINITIONS

A. Benefits-eligible employees: An individual who is employed for 4-1/2 months or more at 50 percent FTE (20 hours/week) or more, except for student employees where student status is a condition of employment.

~~B. Exempt student assistants: A student employee in a position that is not subject to the overtime provisions of the Fair Labor Standards Act and where student status is a condition of employment, i.e., Teaching Assistant, Research Assistant, or Graduate Assistant.~~

~~CB. Termination~~: The voluntary or involuntary separation of an employee with the university.

~~DC. eTermination Checklist~~: An electronic document generated by an employee, department or system to create an employee-specific list of actions and items that must be satisfied prior to the employee's separation from the university, ~~or within one week of the last day worked.~~

III. EMPLOYEE RESPONSIBILITIES

The university encourages employees to submit a written notice of voluntary resignation or retirement to their immediate supervisor at least two weeks prior to the effective date of termination.

It is the employee's responsibility to take the actions listed below on or before their last day of work. ~~[eTermination Checklist can be accessed and initiated by the employee through PeopleSoft.]~~ The employee can view their pending items on their eTermination Checklist in PeopleSoft. In addition, the employee will receive an electronic communication with reminders

and resources for terminating actions. The eTermination Checklist and the electronic communication will contain the following action items for the employee to complete:

- Return all tools, uniforms, equipment, university credit cards, manuals, university identification cards, and other university property in his/her possession to his/her supervisor.
- Return all keys to offices and/or buildings to Key Access Control in the General Services Building.
- Return all library materials to the appropriate library and/or pay any outstanding library fines.
- Settle all financial matters and/or indebtedness to the university.
- Pay any outstanding parking tickets and return parking access cards.
- Contact the Benefits Section of Human Resources to convert or terminate benefits coverage and retirement account.
- For Research closeout, contact the designated department if any of the following apply:
 1. An active sponsored project;
 2. An active human subject protocol;
 3. An active animal protocol; or
 4. Any undisclosed intellectual protocol.

IV. SUPERVISOR RESPONSIBILITIES

It is the supervisor's responsibility, whether the employee's termination was voluntary or involuntary, to take the actions listed below:

- Notify Within 3 days of receiving notification of the employee's separation, the supervisor must notify the Department Business Administrator (DBA) of the employee's termination and forward the original resignation letter, if applicable.
- Ensure the employee has taken all necessary actions listed in Section III, listed above, and notify the DBA of status.

V. COLLEGE/DIVISION OR DEPARTMENT BUSINESS ADMINISTRATOR OR COLLEGE/DIVISION ADMINISTRATOR RESPONSIBILITIES

It is the responsibility of the college/division or departmental administrator to ensure the actions listed below are completed by the employee's separation date. Some actions may be based on the employee's access and the employee's status, this are completed only if applicable to the terminating employee take the actions listed below: [eTermination Checklist can be accessed and initiated by the DBA through PeopleSoft.]

- Report to the UH Police Department a terminating employee's failure to return or removal of university property. Failure to return university property may be construed as theft and appropriate legal action may be taken if the property is not returned on demand.
- Notify the Department of Technology Support Services of the employee's termination to cancel all user accounts, access codes, and passwords.
- Notify Departmental IT Support of terminating employee status in order to remove access to network shared drives and listservs.

- Notify the Office of the Senior Associate Vice President for Finance to delete authorizations for all administrative computer systems (ABC, FRS, HRS, PMG).
- Notify IT Security by e-mail to remove applicable digital signature access for the terminating employee.
- Return all credit cards to the appropriate department.
- Return all keys to offices and/or buildings to Key Access Control in the General Services building. Key Access Control will issue a receipt for the returned keys.
- Report to the Office of the Senior Associate Vice President for Finance any outstanding indebtedness to the university for possible legal action.
- Submit a Personnel Action Request (ePAR) within five working days of ~~the employee's termination to Human Resources~~ receiving notification of the employee's separation.:
 - 1) To remove the employee from payroll;
 - 2) Terminate applicable benefits coverage;
 - 3) 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.

Human Resources will also list a separation code on the ePAR, indicating the reason for the employee's termination.

- Submit the following documentation to Human Resources for inclusion in the employee's personnel file:
 - 1) Resignation letter, if applicable;
 - 2) And any other related documentation.

- ~~For Research closeout, identify whether the terminating employee has any of the following:~~

- ~~1) An active sponsored project;~~
- ~~2) An active human subjects protocol;~~
- ~~3) An active animal protocol; or~~
- ~~4) Any undisclosed intellectual property.~~

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Human Resources

Review: Every ~~two~~ five years on or before August 1

VII. APPROVAL

Jim McShan

Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: November 30, 2016

VIII. REFERENCES

[University of Houston System Administrative Memorandum \(SAM\) 02.A.25](#)**REVISION LOG**

Revision Number	Approved Date	Description of Changes
1	12/09/1999	Initial version
2	04/29/2013	Applied revised MAPP template and added new Revision Log. Added hyperlinks where appropriate for documentation. Added link to Termination Checklist to Sections III, IV, and V. Reformatted text in Section V. Added supervisor responsibilities to Section IV for removing digital signature, network shared drives, and listserv access. Changed responsible party to Executive Director, Human Resources. Corrected approval cycle for EVP for Administration and Finance. Removed Index Terms. Removed Addendum A, former Termination Checklist
3	06/29/2016	Provided updated GENDA and non-discrimination information in Section I per U.S. Department of Education's Office for Civil Rights request. Updated links throughout document. Revised titles as applicable
4	11/30/2016	Added eTermination Checklist to Section II.D, and replaced "Termination Checklist" with "eTermination Checklist" procedure online in PeopleSoft throughout text. Updated bullet in Section III for employees to return keys to Key Access Control office. Revised Supervisor responsibilities in Section IV to reflect current operating practices. Added College/Division Administrators to Section V, and updated process to current operating requirements. Included information in Section V concerning research closeouts. Added eTermination Checklist Instructions web site to Section VIII
<u>5</u>	<u>TBD</u>	<u>Removed temporary and student employees from the procedure, adding the exception in Section I and removing the reference from Section II.B, Definitions. For Section III.C, removed the clause "within one week of the last day worked." Added to Section III, second paragraph, the employee can view pending items on their eTermination Checklist in PeopleSoft, as well as electronic communication. Added Research closeout information to end of Section III listing. Added the supervisor requirement in Section IV to notify the DBA within three days of receiving the employee's separation. In Section V, first paragraph, added information about the DBA's responsibility to</u>

		<p><u>ensure all action listed in Section V be completed by the employee's separation date, based on the employee's duties and status. Added requirement to submit ePAR within five days of receiving notification of employee separation in Section V, along with removing all Research closeout instructions now located in Section III. Changed review period from every two years to every five years on or before August 1</u></p>
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