

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.25

AREA: General

SUBJECT: Termination Clearance Guidelines

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 component 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.
 - h. Return all computer equipment (laptops, etc.) and remove all university-owned/licensed software from personal devices. Remove any personal files or personal e-mail messages from university information resources.
 - i. Provide his/her supervisor with access to the employee's university business data files (including university-related e-mail messages sent to or from the employee) and enable an out of office message on the employee's e-mail and voice mailboxes with designated university contact information for business continuity purposes.
- 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. The supervisor must also assure the security of the component university's information systems by verifying access to university business data handled by the employee and notifying the component university Information Security Officer of any information security risks associated with the employee's departure.
- 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. 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](#).

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before September 1

5. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Paula M. Short on Behalf of Renu Khator
Chancellor

Date: July 6, 2016

REVISION LOG

| Revision Number | Approval Date | Description of Changes |
|------------------------|----------------------|---|
| 1 | 11/04/1994 | Initial version |
| 2 | 05/22/1995 | 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 |
| 3 | 03/27/2003 | 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 31 st to every three years on or before May 31 st . Changed responsible party and added VC for Administration and Finance to Approval process. Added Section 6, Indexing terms |
| 4 | 06/16/2004 | 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” |

| Revision Number | Approval Date | Description of Changes |
|-----------------|---------------|--|
| 5 | 04/07/2008 | 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 31 st to every five years on or before August 31 st |
| 6 | 10/18/2010 | 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 |
| 7 | 05/29/2012 | Applied revised SAM template and added new Revision Log. Added Section 3.2.h and i concerning computer equipment, e-mail, and providing out of office messages for business continuity purposes. Updated Section 3.4 to have the supervisor inform the employee of the termination process, not to perform part of the process, with additional information on verifying university data and notification of the component Information Security Officer for any information security risks. Added genetic information to Section 3.12, along with sexual orientation, gender identity or gender expression |
| 8 | 07/06/2016 | Updated Section 3.12 with GENDA/Title IX statement per U.S. Department of Education’s Office of Civil Rights requirements. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. Updated titles as appropriate |