

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 in accordance with System Administrative Memorandum 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.

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.
- C. Termination: The voluntary or involuntary separation of an employee with the university.

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: [See Addendum A]

- 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 his/her supervisor.
- Return all library materials to the appropriate library and/or pay any outstanding library fines. The library staff will stamp the Termination Check List in the appropriate area, indicating that the employee's record is clear.
- 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.

IV. SUPERVISOR RESPONSIBILITY

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

- Notify the college/division administrator 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 college/division administrator of status.
- Notify the Department of Technology Support Services of the employee's termination to cancel all user accounts, access codes, and passwords.
- Notify the Office of the Associate Vice President for Finance to delete authorizations for all administrative computer systems (ABC, FRS, HRS, PMG).
- Return all keys to offices and/or buildings to the college/division or departmental administrator.

V. COLLEGE/DIVISION OR DEPARTMENTAL ADMINISTRATOR RESPONSIBILITY

It is the responsibility of the college/division or departmental administrator to take the actions listed below: [See Addendum A]

- 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.
- Return all credit cards and university identification cards to the appropriate department.
- Return all keys to offices and/or buildings to Key Control in the General Services building. Key Control will issue a receipt for the returned keys.
- Report to the Office of the Associate Vice President for Finance any outstanding indebtedness to the university for possible legal action.
- Submit a personnel action request (PAR) within five working days of the employee's termination to Human Resources to remove the employee from payroll; terminate applicable benefits coverage; and 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 PAR, indicating the reason for the employee's termination.
- Submit Termination Check List; resignation letter, if applicable; and any other related documentation to Human Resources for inclusion in the employee's personnel file.
- If appropriate departments are not notified, financial liability will be borne by the employing department.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Human Resources

Review: Every two years, on or before August 1

VII. APPROVAL

Randy J. Harris
Vice President for Administration and Finance

Arthur K. Smith
President

Date of President's Approval: _____ 12/09/99

VIII. REFERENCES

University of Houston System Administrative Memorandum 02.A.25

Index Terms: Termination

Addendum A

Termination Check List

Name of Terminating Employee _____

Department _____ SSN _____ Date _____

<u>Clearance is required on</u>	<u>From/Department/Phone</u>	<u>Clearance verification *</u>
• Equipment, tools, uniforms, vehicle, Dept ID badge, etc	Employing College/Division	_____
• Keys - exterior door, office, other	Key Control (3-5675) 131 GEN	_____
• Corporate Credit Card	Travel Coodinator (3-5883) 207 Schlumberger	_____
• Cougar One Card	Cougar One Card Office (3-2399) 279 UC	_____
• Audiovisual equipment	Library Distribution (3-1155) 56 L	_____
• Gate card and/or RF tag (Transponder)	Parking (3-1097) 1 E	_____
• MD Anderson Library (Carrel key, books, etc.)	Library Circulation (3-9710) 110 L	_____
• Interlibrary loan - books	Library Current Journals (3-9720) 115 L	_____

The college/division administrator is responsible for notifications of termination in the following cases (This may include surrendering restricted personal access to computer systems):

• Long distance access code	Telecommunications (3-1111) 100 CC	_____
• Password, USERID (Administrative & Academic Computing)	IT Technology Support Services (3-1411) 56 MD Anderson Library	_____
• Payroll Department - direct deposit	Payroll (3-8770) Schlumberger	_____

The college/division administrator shall inform the terminating employee of any existing financial indebtedness by checking the BAFMIS system. Access is obtained through the Bursar's Office (3-5887), located in 7 E. Cullen.

* The terminating employee's immediate supervisor shall request that the terminating employee sign off at each point; however, the supervisor may sign off in this column to verify that the item has been returned to them.

10/15/99