

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.024 Separation Procedures	Human Resources

Policy Statement. The University of North Texas at Dallas administers a uniform method of securing the return of assigned property or equipment and the settlement of any outstanding accounts from employees separating from employment. This policy establishes responsibilities of the employee and the University upon separation from employment.

Application of Policy. This policy applies to all regular faculty and staff members.

Definitions.

1. **Regular Faculty.** “Regular Faculty” means a faculty member appointed for at least 50 percent time for at least 4 ½ continuous months.
2. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ continuous months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
3. **Separation.** “Separation” means termination of employment for any reason including resignation, retirement, involuntary termination, or transfer to another State agency.

Procedures and Responsibilities.

1. **Employee.** Prior to leaving the University, it is the faculty or staff member’s responsibility to do the following:
 - i. Submit a written notice to his or her supervisor at least two weeks (two months, if retiring) prior to the effective date of termination, stating the reason(s) for separation, If transferring, resigning or retiring.
 - ii. Return all University property including but not limited to tools, uniforms, equipment, credit cards, identification cards, manuals, keys to offices and/or buildings, and other University property in his or her possession to the supervisor.
 - iii. Return all library materials to the library and/or pay any outstanding library fines.

- iv. Settle all financial matters, such as indebtedness to the University, unsettled travel claims or other claims for reimbursement.
- v. Attend an exit meeting with the Human Resources Department.
- vi. Complete a final timesheet and verify in writing that leave balances and service dates are correct in the Enterprise Information System (EIS).

Responsible Party: Employees

2. **Supervisor.** Upon notification of an employee separating, it is the supervisor's responsibility to do the following:

- i. Obtain the employee's written separation notice (except for involuntary separations) and forward it to the Human Resources Department.
- ii. Collect and return University property issued to the employee, such as tools, uniforms, equipment, credit cards, identification cards, manuals, keys, and other University property in the employee's possession.
- iii. Initiate the required forms and instruct the employee on all exit requirements.

Responsible Party: Supervisors

3. **Human Resource Department.** Human Resources is responsible for conducting a final exit interview with the separating faculty employee and ensure the following:

- i. completion of institutional exit procedures; and
- ii. that the supervisor completes and returns all necessary forms to the Human Resources Department.

Responsible Party: Human Resources

4. **Final Clearance.** The departing employee must return all University property and settled all indebtedness to the University before final clearance will be approved.

Responsible Party: Employees, Supervisors, and Human Resources

References and Cross-references. None.

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Revised: