

03.212 Exit Meeting and Termination Clearance.

1. Purpose. To provide a systematic method to identify the causes of employee turnover, to insure that employees terminating employment have returned all System property and settled financial matters such as indebtedness to the System and to insure that the employee is made aware of privileges in connection with insurance benefits conversion and retirement plan fund options.

2. Policy. It is the policy of the University of North Texas System to conduct exit meetings and final termination clearance procedures with all regular faculty and staff members prior to their leaving System employment due to retirement, resignation, dismissal (discharge), layoff or other types of termination. Final clearance status of the individual will not be processed until the staff member complies with the provisions and procedures of this policy.

3. Staff Member's Responsibility. Prior to leaving the System, it is the staff member's responsibility to do the following:
 - a. If resigning or retiring, submit a written resignation to the supervisor at least two weeks (two months, if retiring) prior to the effective date of termination, stating the reason(s) for the resignation.

 - b. Obtain the exit packet forms from the supervisor and follow the instructions on the forms.

 - c. Return all tools, uniforms, equipment, ID cards, manuals, and other System property in his possession to the supervisor.

 - b. Return all keys to offices and/or buildings to UNT (Denton) or UNT Health Sciences Center Key Control.

 - c. Settle parking arrangements the employee had on the UNT (Denton) or UNT Health Science Center campus and any outstanding parking tickets with the applicable Police/Parking Department.

- d. Return all library materials to the UNT Libraries and/or pay any outstanding library fines.
 - e. Return credit cards to the Travel section of UNT Purchasing and Payment Services.
 - f. Settle all financial matters (such as indebtedness to the System or University) with UNT Purchasing and Payment Services and UNT Student Accounting and University Cashiering.
 - g. Visit the UNT Human Resources Department for an exit meeting to settle insurance and retirement matters.
4. Supervisor's Responsibility. Upon notification of an individual resigning or terminating employment, it is the supervisor's responsibility to do the following:
- a. Determine the reason(s) for termination on the Supervisor's Report of Employee Termination form (UPO-6A) and submit the form to the Records section of UNT Human Resources. If reason for termination involves discharge or layoff, see also Performance Counseling and Discharge and Reduction in Force, policies.
 - b. Provide the exiting employee with the Exit Packet.
 - c. Collect all System property issued to the employee such as tools, uniforms, equipment, ID cards, manuals, etc.
 - d. Instruct the staff member to return keys to UNT (Denton) or UNT HSC Key Control, settle parking matters with UNT (Denton) or UNT HSC Police/Parking, return materials to the UNT Libraries, settle financial matters with UNT Student Accounting and University Cashiering and travel matters with UNT Travel, prior to leaving the System. Also instruct the individual to contact the UNT Human Resources Department to schedule an exit meeting.

- e. Verify that the employee has returned System property and sign off on the Separating Employee Clearance form.
 - f. Forward immediately to the UNT Human Resources Department a Position Authorization Form HRM-6 to remove the employee from payroll and to notify UNT Human Resources of the employee's termination.
5. UNT Human Resources Department. The UNT Human Resources Department is responsible for conducting final exit procedures with the terminating staff member through the following:
- a. Verify via the Separating Employee Clearance form that the staff member has returned System property and settled financial and parking matters. If not, explain the clearance process and the reasons therefore, and direct the employee to the appropriate clearance station, i.e., UNT (Denton) or UNT HSC Key Control, UNT (Denton) or UNT HSC Police/Parking, UNT Libraries, and/or UNT Travel.
 - b. Inform the staff member of privileges in connection with insurance benefit conversion and retirement plan refund and rollover options.
 - c. Insure that the staff member's supervisor completes and returns to the UNT Human Resources Department a Supervisor's Report of Employee Termination form (UPO-6A).
 - d. Via the Separating Employee Questionnaire, further determine why the staff member is leaving the System (to uncover possible poor personnel practices or to locate sources of job dissatisfaction).
6. Final Clearance. The departing staff member must have returned all System property and settled all indebtedness to the System and UNT (Denton) or UNT HSC before final clearance status will be on record with the UNT Human Resources Department.

Approved:
Effective:
Revised: