



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 70.19: Employee Exit Procedures**

**DATE:** April 8, 2019

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to outline proper procedures for employees leaving employment with Texas Tech University.

**REVIEW:** This OP will be reviewed in March of odd-numbered years by the Assistant Vice President for Human Resources with substantive revisions forwarded through administrative channels to the Chief of Staff and Associate Vice President.

#### **POLICY/PROCEDURE**

##### **1. General Policy**

An employee who resigns, retires, separates from the university because of a reduction in force, or is discharged shall be regarded as terminated from employment with Texas Tech University and must complete the exit procedures in this operating policy.

##### **2. Procedure**

###### **a. Letter of Resignation**

When resigning or retiring from a position at Texas Tech, employees should submit a letter of resignation, stating the reason for resignation, at least two weeks prior to the effective date of resignation. The letter of resignation is to be submitted to Human Resources through the termination ePAF process by the supervisor.

###### **b. University Property Surrendered**

- (1) State property issued to the employee, if any, shall be immediately returned to the appropriate administrator by the employee no later than the effective termination date.
- (2) University issued keys or access cards to entry doors or other areas, if any, shall be immediately returned to the appropriate administrator by the employee no later than the effective termination date.
- (3) Departmental issued identification cards, if any, shall be immediately returned to the appropriate administrator by the employee no later than the effective termination date.

###### **c. COBRA Benefits**

- (1) Employees should be made aware of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and other regulations regarding conversion of employee benefit programs and should review their options regarding

retirement programs. A COBRA notice will be sent to the last home address on file from the Employees Retirement System of Texas (ERS).

- (2) Employees leaving Texas Tech should be notified by their supervisor about how to contact the Human Resources Employee Services Center regarding employee benefit program options.

d. **Employee Exit Checklist**

All supervisors should use an *Employee Exit Checklist* form, which may be found on the Human Resources website, to ensure all exiting employees have completed the necessary steps when leaving the university. The form should be emailed to [hrs.compensation.operations@ttu.edu](mailto:hrs.compensation.operations@ttu.edu) or mailed to MS1093 three business days before the employee's last day of employment.

e. **Exit Interview Process**

The exit interview process is a private and secure way for Human Resources to collect information from exiting employees. It provides insight into the overall working environment within the employee's department, the supervision within the employee's department, and the overall experience the employee had at the university, as well as the effectiveness of the university's policies and procedures.

The exit interview process is used for all Texas Tech University staff members who leave the university voluntarily. Exiting employees are encouraged to participate in the survey to let us know what is working well and also to identify areas of opportunity. A representative from Human Resources will contact the exiting employee to provide information and the options available for the exit interview process.

3. **Removal of State Property**

Removal of state property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.

4. **Forms**

The *Employee Exit Checklist* form is available on the Human Resources website at <http://www.depts.ttu.edu/hr/forms.php>

5. **Right to Change Policy**

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.