

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Human Resources**  
**AREA: Employee Relations**

**Number: 02.04.05**

<b>SUBJECT: Termination Clearance</b>
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I. PURPOSE

The purpose of this document is to establish procedures for processing the termination of all employees, except temporary and student employees, in accordance with [System Administrative Memorandum \(SAM\) 02.A.25](#). Defined procedures ensure the timely processing of termination benefits, exit interviews, return of university property, notification to appropriate departments, and proper documentation in the terminating employee's personnel file.

The policy of the University of Houston System and its universities 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, ethnicity, military status, genetic information, sex (including gender and pregnancy), sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

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. Termination: The voluntary or involuntary separation of an employee with the university.
- C. eTermination Checklist: An electronic checklist generated by the department or system to create an employee-specific list of actions and items that must be satisfied prior to the employee's separation from 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. Failure to provide adequate notice may result in being ineligible for rehire. In addition, if an employee requests to withdraw, rescind, or amend their voluntary resignation or retirement prior to the effective date of termination, then the employee must submit the request to their supervisor in writing. The request is not effective until the supervisor accepts such request. The supervisor has the discretion to accept or deny the request and may provide a written confirmation of acceptance or denial.

All benefits-eligible employees who are voluntarily resigning or retiring are encouraged to complete the Exit Interview questionnaire either on the Department of Human Resources' [website](#) or in person in the Department of Human Resources by scheduling a meeting with a Human Resources Business Partner.

It is the employee's responsibility to take the actions listed below on or before their last day of work. The employee can view their pending items on their eTermination Checklist in PeopleSoft. In addition, the employee will receive an electronic communication with reminders and resources for terminating actions. The eTermination Checklist and the electronic communication will contain the following action items for the employee to complete:

- Return all tools, uniforms, equipment, university credit cards, manuals, university identification cards (i.e., cougar card), and any other university property in the employee's possession to the employee's supervisor.
- Return all keys to offices and/or buildings to Key Access Control in the General Services Building.
- Return all library materials to the appropriate library and/or pay any outstanding library fines.
- Settle all financial matters and/or indebtedness to the university.
- Pay any outstanding parking tickets and contact Parking and Transportation to cancel any type of parking permit.
- Contact the Benefits Section of Human Resources to convert or terminate benefits coverage and retirement account.
- For Research closeout, contact the designated department if any of the following apply:
  1. You are listed as a principal investigator on an active sponsored project (contact Office of Contracts and Grants at [doraward@central.uh.edu](mailto:doraward@central.uh.edu));
  2. You are listed as an investigator on an active human subject protocol (contact Research Integrity and Oversight at [cphs@central.uh.edu](mailto:cphs@central.uh.edu));
  3. You are listed as an investigator on an active animal protocol (contact Research Integrity and Oversight at [iacuc@central.uh.edu](mailto:iacuc@central.uh.edu) and Animal Care Operations at [aco@central.uh.edu](mailto:aco@central.uh.edu));
  4. You are listed as an investigator with an active chemical inventory and/or any biological/laser/radioactive materials/x-ray permit through the Office of Environmental Health and Safety (EHS) (contact EHS at [ehs@uh.edu](mailto:ehs@uh.edu)); or
  5. You have any undisclosed inventions that utilized UH resources discovered while performing employment responsibilities (contact Office of Technology Transfer and Innovation at [oipm@central.uh.edu](mailto:oipm@central.uh.edu)).

#### IV. SUPERVISOR RESPONSIBILITIES

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

- Within 3 days of receiving notification of the employee's separation, the supervisor must notify the Department Business Administrator (DBA) 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 DBA of the status.

#### V. COLLEGE/DIVISION OR DEPARTMENT BUSINESS ADMINISTRATOR OR COLLEGE/DIVISION ADMINISTRATOR RESPONSIBILITIES

It is the responsibility of the college/division or departmental administrator to ensure the actions listed below are completed by the employee's separation date. Some actions may be based on the employee's access and the employee's status; these are completed only if applicable to the terminating employee. [eTermination Checklist can be accessed and initiated by the DBA through PeopleSoft.]

- 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.
- Notify the Department of Technology Support Services of the employee's termination to cancel all user accounts, access codes, and passwords.
- Notify Departmental IT Support of the employee's termination to remove access to network shared drives and listservs.
- Notify the Office of the Treasurer to delete authorizations for all applicable administrative computer systems and report any outstanding indebtedness to the university for possible legal action.
- Notify IT Security by e-mail to remove applicable digital signature access for the terminating employee.
- Return all credit cards to the appropriate department.
- Return all keys to offices and/or buildings to Key Access Control in the General Services building. Key Access Control will issue a receipt for the returned keys.
- Submit a Personnel Action Request (ePAR) within five working days of receiving notification of the employee's termination.
  1. To remove the employee from payroll;
  2. Terminate applicable benefits coverage;
  3. 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 ePAR, indicating the reason for the employee's termination.
- Submit the following documentation to Human Resources for inclusion in the employee's personnel file:
  1. Resignation letter, if applicable;
  2. And any other related documentation.

#### VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President, Human Resources

Review: Every five years

VII. APPROVAL

                  / Raymond Bartlett /  
Senior Vice President for Administration and Finance

                  / Renu Khator /  
President

Date of President's Approval:     August 13, 2024    

VIII. REFERENCES

- University of Houston System Administrative Memorandum (SAM) 01.D.5 – Equal Opportunity and Non-Discrimination Statement
- SAM 02.A.25 – Termination Clearance Guidelines