

# Separation from the University

(supplements **SAM 02.A.25**)

It is the employee's responsibility to take the actions listed below on or before the last day of work. The proper form can be obtained from the Office of Human Resources, Bayou Building, Suite 2537.

In cases where an employee is dismissed involuntarily, it is the supervisor's responsibility to ensure compliance with the following actions to the greatest degree possible.

1. Return all tools, uniforms, equipment, credit cards, manuals, and other university property in his/her possession to the supervisor or the responsible department.
2. Return university identification cards.
3. Return all keys to offices and/or buildings to the University Police Department.
4. Return all library materials to the Neumann Library.
5. Settle all financial matters and/or indebtedness to the UH System.
6. Pay any outstanding parking tickets.
7. Contact the benefits coordinator in the Office of Human Resources if you have any questions about your benefits.

Upon notification of an individual resigning or terminating employment, it is the supervisor's responsibility to communicate the separation procedures and to assure the completion of the process. The supervisor must also assure the security of the university's information systems by canceling passwords, long distance telephone authorization codes or other methods of access.

Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.

Failure of an employee to complete the separation process may result in the employee being ineligible for hire by any department at the University of Houston-Clear Lake.