

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.406 Termination Clearance (Exit Interview)	

Policy Statement.

It is the policy of the University of North Texas Health Science Center at Fort Worth to conduct termination clearance procedures (exit interviews) with all regular faculty and staff members prior to their leaving health science center employment due to retirement, resignation, dismissal (discharge), layoff, or other types of termination. Disposition of all Human Resource and Payroll Records will not be finalized until the faculty or staff member complies with the provisions and procedures of this policy.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedure / Duty

Responsible Party

- | | |
|---|-----------------------------|
| <ol style="list-style-type: none"> 1. Faculty or Staff Member's Responsibility: Prior to leaving the health science center, it is the faculty or staff member's responsibility to do the following. <ol style="list-style-type: none"> 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 termination. b.) Return all tools, uniforms, equipment, credit cards, manuals, and other health science center property in his/her possession to the supervisor. c.) Return all library materials to the Library and/or pay any outstanding library fines. d.) Return all audiovisual equipment to Biomedical Communications. e.) Settle all financial matters (such as indebtedness to the health science center) with the Accounting Department or UNT Health. | <p>Faculty/Staff Member</p> |
|---|-----------------------------|

f.) Return all office keys, building access cards, name badges, and settle parking arrangements the employee had on campus and any outstanding parking tickets with the Campus Police Department.

g.) Visit Human Resource Services for an exit interview and to settle insurance and retirement matters.

2. **Supervisor's Responsibility:** Upon notification of an individual resigning or terminating employment, it is the supervisor's responsibility to do the following: Supervisor

a.) Determine the reason(s) for termination.

b.) Collect all health science center property issued to the employee such as tools, uniforms, equipment, credit cards, manuals, etc.

c.) Initiate the required forms and instruct the employee of all exit requirements.

d.) Forward immediately to Human Resource Services a Position/Appointment Authorization Form to remove the employee from the payroll and to notify Human Resource Services of the employee's termination.

3. **Human Resource Services' Responsibility:** Human Resource Services is responsible for conducting a final exit interview with the terminating faculty or staff member to do the following: Human Resource Services

a.) Further determine why the employee is leaving the health science center and to uncover sources of job dissatisfaction.

b.) Ensure completion of institutional exit procedures.

c.) Inform the employee of privileges in connection with insurance benefit continuation or conversion and retirement plan refunds.

d.) Ensure that the employee's supervisor completes and returns to Human Resource Services all necessary forms.

References and Cross-references.

None

Forms and Tools. (optional)

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: