

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	October 2001
<b>Policy 4.5.6</b>	<b>Ending Employment</b>	Responsibility:	Vice President for Human Resources

## **ENDING EMPLOYMENT**

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### **Policy**

Employment with the Health Science Center ends with:

1. the decision of the employee to resign; or,
2. the decision of the Health Science Center in compliance with applicable laws and policies to terminate the employment of an individual either through dismissal or reduction in force.

Additional information regarding termination of faculty is found in Chapter 3.

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### **Applicability**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center.

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### **Resignation**

An employee may resign in good standing by submitting reasons for leaving in writing to his/her administrative official at least two (2) calendar weeks prior to the effective date of resignation.

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### **Separation Form**

At the time the written resignation is received or the termination process is initiated, the department enters the termination transaction in the employee's job record in the PeopleSoft system and prepares [The University of Texas System Employee Separation Form](#) that is submitted to Human Resources. If possible, the latter form should be completed when the terminating employee is present. If an employee has left without giving notice, the separation form will have to be completed in its entirety by the supervisor, with a notation in the employee's statement section that the employee left without completing the form.

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**Exit Clearance  
Procedures**

Upon termination, leave of absence, or transfer of an employee, the department must initiate the [Exit/Clearance Form](#). Employees are required to complete all necessary clearance procedures, which include the return of all keys, identification cards, uniforms, and other Health Science Center property and materials, on the last actual day of work. Failure to properly obtain clearance may delay the distribution of the final paycheck and other sums of money to which the former employee is entitled.

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