STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Terminations and Transfers

Policy Number: 11.10

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/14/2014

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Sets forth guidelines for processing terminations of employment and employee transfers to different state agencies.

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for <u>each</u> substantive revision: Duplicative information has been removed.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Employee Terminations and Transfers

Original Implementation: Unpublished
Last Revision: ~~April 15, 2014~~*April 25, 2017*

It is preferred that faculty, staff, and graduate assistant employees give at least two (2) weeks' notice to their supervisors prior to termination or retirement from the university or transfer to another department. Supervisors are responsible for immediately notifying human resources of all faculty, staff, graduate assistant terminations, retirements, and transfers. Notification will be accomplished through completion of an Electronic Personnel Action Form (EPAF). University policy, Electronic Personnel Action Form (11.8) directs the preparation and processing of an EPAF.

Timely notification must be given to human resources prior to the termination, retirement, or transfer date preferably in the last week of employment, but must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks and prompt the termination of accounts such as email, long distance access, internet connectivity, purchasing privileges, computer system access and building access. This notice also alerts certain departments to verify whether or not the employee has outstanding financial matters to be resolved. If the employee has any outstanding debts to the university, the employee's department should notify payroll immediately so that the matter can be reviewed.

Early notification will not terminate an employee's accounts until the effective date. The EPAF process should be started as soon as possible to allow for routing through the appropriate channels for approval.

Failure of the department head to notify human resources in a timely manner may cause the employee's department to be charged for the employee's benefits unnecessarily since employees continue to have benefit coverage unless proper and timely notification has occurred. ~~All faculty, staff, and graduate assistant employees leaving the employment of the university are highly encouraged to complete a checkout procedure with human resources. It is the department head's responsibility to ensure that the exiting employee meets with human resources before their last day of employment.~~

As part of the exit process, the department in which the employee works must administer a departmental exit process to finalize business matters involving the terminating or retiring employee. A departmental checklist form is available on-line ~~at http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm~~ to assist the department in accomplishing this task. The departmental checkout form is to be signed by the department head~~,~~ *and* the employee and forwarded to human resources for the employee's personnel file. The

department head is responsible for verifying whether or not all departmental business is cleared such as keys collected, credit cards returned, uniforms returned, files and equipment returned, time sheet signed and that the EPAF has been submitted.

All faculty, staff, and graduate assistant employees leaving the employment of the university are highly encouraged to complete an exit interview or checkout procedure with human resources. The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the exiting employee meets with human resources before their last day of employment. Faculty, staff, and graduate assistant employees ~~leaving the employment of the university are highly encouraged to complete an exit interview or checkout procedure with human resources and~~*should* clear all outstanding financial matters prior to their exit interview.

~~The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the terminating employee has scheduled an exit interview no later than the last day of employment.~~

It is to the employee's benefit to have an exit interview where they will obtain information about their retirement funds, discuss benefits and make arrangements for their last paycheck. It is important that a forwarding address be given to human resources so that the employee's W-2 and COBRA (health care continuation) information can be sent to them. The employee will be given an opportunity to complete a separation questionnaire during the exit interview.

Cross Reference: Electronic Personnel Action Form (11.8)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Electronic Personnel Action Form; Employee Checkout Form ~~(available at http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm)~~

Board Committee Assignment: Academic and Student Affairs