Section 3 Subject 3.7 **Policy 3.3.8**	Human Resources Policies Employee Relations **Employee Resignation and Exit Process**	12/01/90 -Originated 07/02/09-Reviewed w/changes -Reviewed w/o changes Human Resources -Author

Employee Resignation and Exit Process

Policy

When resigning or retiring from a position at UTMB, an employee should submit a "Notice of Resignation" at least two weeks prior to the effective date of resignation unless a briefer notice is mutually agreed upon in writing by the supervisor and the employee. This notice must be submitted to the supervisor for forwarding to the Human Resources Department or the Regional Human Resources for Correctional Managed Care employees. Some departments may find it necessary to request that certain positions give more than two weeks notice. In these cases the department will be responsible for establishing this request with the employee.

- The employee must work the two final weeks unless the supervisor approves interim leave, provided the employee works on the final day. Employees that are retiring or transferring to another state agency are not required to work their last day, if the supervisor has approved the use of applicable leave accruals on the final day(s) of employment. Employees on FMLA leave at the time of resignation are not required to work their last day.

- Supervisors are required to secure all UTMB property from the employee on or before the last day of work.

- Prior to the effective date of resignation, the employee should contact Human Resources or the Correctional Managed Care Regional Human Resources to arrange for an exit interview

- For employees who are currently working, the effective date of resignation is the last day the employee performs duties for UTMB. However, for those employees who are on an official leave of absence, the effective date will be the date the employee notifies UTMB of their intent to resign.

All UTMB employees who voluntarily leave employment at UTMB are expected to complete the employee exit process with Human Resources (HR). All employees who voluntarily leave UTMB must complete the UTMB Employee Exit Checklist to the satisfaction of their department representative. This process is designed to ensure that:

- University property is surrendered.
- Employees are aware of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and other

Policy, continued

regulations regarding conversion of employee benefit programs, and to review options regarding retirement programs.

- Employees leaving UTMB involuntarily shall be notified in writing by their supervisor about how to contact the Benefits Department to receive information about their rights under COBRA and other options regarding employee benefit programs

- The department is responsible for collecting all UTMB property including badges for contract employees or UTMB employees leaving UTMB involuntarily. In addition, the department is responsible for notifying Information Services (IS) and Campus Police to remove computer and badge access.

- Employees may be billed for any UTMB property that has not been returned or face criminal charges.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

Procedure for All Employees

Responsibility	Action
All Employees	• Prior to the last date of employment, contact Benefit Services to give updated contact information and also review Exit information online on the Human Resources website under benefits • Provides information regarding job and working conditions by completing an on line HR exit interview and questionnaire Prior to their last day of work, returns departmental property such as keys, uniforms, pagers, cell phones, calling cards, supplies and equipment, and pays appropriate outstanding

telephone fees to the department representative.

All Employees, continued

- Prior to the last day at work, returns all institutional keys and badges to the Campus Security Office and returns all outstanding Library materials to the Library.
- Prior to the last day of work, ensures all outstanding expenses, cash advances, travel advances, and /or other advances are settled with the Accounting Office
- On the last day of work, returns parking cards to the Parking Facilities Office

In addition to these duties:

Medical Staff House Staff

- Must complete all outstanding medical records.
- Must obtain sign-off from House Staff Office.

Registered Nurses

- For Registered Nurses who received a relocation check and who have been employed less than six (6) months, a reimbursement of $500.00 must be made to the department representative prior to the last day of work. Payment must be made by Cashiers Check or Money Order endorsed to the University of Texas Medical Branch

Correctional Managed Care

Employees of CMC will adhere to the CMC Exit Policy.

References

IHOP 9.2.3 Retiring Incomplete Medical Records