



Policy Title:	<b>Employee Separation (Technology)</b>
Service Area:	Human Resources/Technology
Policy Number:	
Policy Form(s) (if applicable):	
Performance Standards Reference:	
Head Start Act 2007 Reference:	
Minimum Standards (if applicable):	
Revision Date:	
Policy Council Approval Date:	
Advisory Committee Approval Date:	

## Policy:

The purpose of this policy is to provide step-by-step instructions for processing an employee separation with respect to the handling of technology resources. Employees separating from the university should make arrangements to return all university property in their possession. On the date that the employment relationship with the University is terminated, the employee agrees to immediately return to the Systems Analyst, all equipment and other property that the employee may possess. The Systems Analyst may modify and store the information from the memories of any such equipment where such information may reside and may obtain the assistance of the Company's IT department in so doing.

For purposes of this Policy, "separation" shall include the following:

- a. Resignation
- b. Retirement
- c. Termination
- d. Any other permanent including, but not limited to, voluntary and involuntary separations.

UTRGV employees typically have access to a variety of systems and applications based on their job responsibilities. This access will need to be suspended or removed upon separation. All miscellaneous equipment and supplies MUST remain at the original worksite. This includes but is not limited to:

- a. Computers/Laptops/Printers
- b. Chargers
- c. Scanners
- d. iPads
- e. Furniture
- f. Shredders
- g. Office and cleaning supplies
- h. Docking Stations

Related to this policy, all records, designs, letters, education plans, manuals, memoranda, lists and other property delivered to or compiled by a UTRGV employee on behalf of the University which pertain to the business of the EHS program shall be and remain the property of the University and be subject at all times to its discretion and control. Likewise, all correspondence, reports, records, charts, parent/child information and other similar data pertaining to the EHS program shall be delivered promptly to the manager without request by it upon termination of employment.

All Equipment must be cleaned, cosmetically acceptable, and in such condition as to be immediately re-assigned in a similar environment for which the equipment was originally intended to be used. The employee must clean and arrange any property situated on the program's premises and owned by the University, including USB's and other storage media, filing cabinets or other work areas, and must be presentable before leaving the premises. Prior to leaving, the employee must cooperate with the manager in completing all exit requirements. Child Care Partnerships must also exercise the same rules with the exception of the employee exit procedure. Upon the termination of any employee governed by the CCP's, all equipment must be returned to the Systems Analyst. If a re-issuance is necessary for the new employee, the CCP manager must follow the procedure of returning the equipment from the previous employee to allow for inventory updates and new documents must be signed by the new employee upon receiving the equipment. Equipment should never be "handed down" to another employee. Proper procedures should be in place to ensure accountability and inventory policies be maintained.