



<b>POLICY TITLE</b>	Termination Clearance for Hourly Employees	<b>Policy Number</b>	374
<b>Section</b>	Human Resources	<b>Approval Date</b>	February 8, 1996
<b>Subsection</b>	Disciplinary Sanctions and Terminations	<b>Effective Date</b>	February 8, 1996
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

### 2.0 REFERENCES

### 3.0 DEFINITIONS

### 4.0 POLICY

4.1 To protect both the employee and the University, the University requires departments to perform exit clearances for terminated hourly employees.

### 5.0 PROCEDURES

5.1 Once an hourly employee is terminated, the personnel coordinator:

5.1.1 Collects all department equipment from employee.

5.1.2 Cancels computer authorization.

5.1.3 Clears employee with all applicable departments:

- 1) Library (overdue books/films/screens)
- 2) Parking Services (parking sticker/remote/tickets)
- 3) Finance and Business Services (bad checks/travel advances)



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## Policies and Procedures

- 4) Facilities (keys/lockers/key codes)
- 5) Warehouse (linen/mail box keys)
- 6) Purchasing Office (limited purchase checks)
- 7) Activity Center (lockers/equipment)
- 8) Human Resources (mark "terminated" on PAF and/or time card; note date and whether voluntary or involuntary termination)

**5.1.4** Notifies employee that a final paycheck is available for pick up from the personnel coordinator upon clearance.

**5.2** Adjunct faculty members are not automatically terminated at the end of each term. When a department chair determines that an adjunct faculty member will not be returning to the department, the termination proceedings outlined above should be initiated.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity