

**ADMINISTRATIVE PROCEDURES**

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| **10.32 Employment Termination** | **Revised: July 5, 2022** |

1. PURPOSE

This procedure establishes the guidelines for ensuring that terminating employees are properly and timely out-processed.

1. RESPONSIBILITIES
   1. Department Head: Initiate the termination processes for those employees terminating employment with the agency. This includes ensuring that all steps on the [Employee Out-Processing Checklist – Terminating](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Employee%20Out%20Processing%20Checklist%20-%20Terminating.docx) form (Out-Processing Checklist) are promptly completed and the [Form 500 Personnel/Budget Action](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Form%20500%20Personnel%20Budget%20Action.docx) (Form 500) is properly completed and promptly submitted to Employee Development (ED).
   2. ED: Review the termination packet to verify that all steps on the Out-Processing Checklist are properly completed and documented.
   3. Payroll and Support Services Department: Verify proper completion of the Form 500.
2. TERMINATION PROCEDURES
   1. When an employee moves from a budgeted position to a seasonal position with no break in service, the action should be handled as a transfer and not as a termination.
   2. When a department is notified of an approaching or immediate termination of employment, the department must immediately notify ED by email of the termination. Department head or authorized staff must provide the notification to ED, and include both the employee's termination date and the last day in office. The effective termination dates for seasonal employees will be the date of notification to ED.
   3. Upon notification of an impending termination, ED utilizes EPSTAR to notify all appropriate parties in a timely manner.

This notification includes persons responsible for timely cancellation of access to information resources, cancellation of credit card, return of keys and other property and other actions associated with termination.

* 1. The department starts documentation of the termination process with the Out-Processing Checklist to ensure timely and complete processing of the terminating employee. This includes dating each step completed and the signature of both the person completing the form and the terminating employee. All steps on the checklist should be completed by the termination date of the employee. The completed Out-Processing Checklist must be submitted to ED no later than the termination date to be included in the employee’s personnel file.
  2. The department completes a Form 500 and submits it to ED to terminate the employee as early as possible, but no later than the termination date. Administrative Procedure [30.01](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/3001%20Personnel%20Action%20Request.docx) Personnel Action Request provides guidance on completing this form. The department should not delay submission of the Form 500 because of incomplete items on the Out-Processing Checklist.
  3. ED and the Payroll and Support Services Department monitor to ensure that all Form 500 processing occurs within five business days of the employee’s termination date. The termination date will be verified by ED for accuracy.
  4. Departments must ensure that all property issued to the terminating employee is returned by the termination date. The Out-Processing Checklist identifies common items, but does not provide an all-inclusive list.
  5. The designated key coordinator for each office location is responsible for collecting keys. If electronic access is used for keyless access to an office location, ensure the electronic access code is changed. (See [Key/Electronic Access Control](http://tfsfinance.tamu.edu/modules/finance/admin/guidelines/Key%20Control.docx) guideline.)
  6. The security officer for each application is responsible for removing access to information resources within one day of the employee’s termination date, in accordance with Texas A&M Forest Service and A&M System policies and procedures.

3.10 This table provides a summary of key deadlines and tasks associated with employee termination.

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| **Due Date**  **(no later than)** | **Responsible Person** | **Task** | **Section Reference** |
| When notified | Department head | Notify ED | 3.2 |
| When notified | ED | EPSTAR notification | 3.3 |
| Termination date | Department head | Submit Form 500 to ED | 3.5 |
| Termination date | Department head | Property turn-in | 3.7 |
| Termination date | Key coordinator | Key turn-in | 3.8 |
| Termination date | Department head | Submit Out-Processing Checklist to ED | 3.4 |
| 1 day after termination | Security officers | Cancel information resources access | 3.9 |
| 5 days after termination | ED and payroll office | Process Form 500 | 3.6 |

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