

Separating Employees

Updated: 5/25/2022

Purpose

To provide employees guidelines for processing involuntary, voluntary, retirement separations for faculty and staff from the University of Texas at El Paso.

Guideline

This guideline complies with the University's Handbook of Operating Procedures, Chapter V, Section 3 – Employment Policy.

Procedures

Upon notice of a separation, the department is responsible for timely submitting the [appropriate PeopleSoft electronic form](#). Departments must also notify The Office of Human Resources via email of all separations.

Voluntary Separations/Resignations

- Managers/Supervisors have primary responsibility for ensuring all voluntary separation steps are executed when an employee voluntarily resigns their employment to include processing the [PeopleSoft election form](#) and notifying HR Benefits (benefits@utep.edu). Departments must attach the resignation letter.
- A Voluntary Resignation occurs when an employee decides to end their employment of their own accord or when an employee abandons the position (job abandonment). If an employee decides to resign from their position, it is advised they give their supervisor or department head as much advance notice as possible. The professional notification recommendation would be a minimum of two weeks. When an employee notifies their department to voluntarily separate, the employee must provide a written "Notice of Resignation." The Notice of Resignation should include the employee's last day of employment and reason for leaving the University, if available. Once the Supervisor has received the document either on paper or through email, a copy must be forwarded to HR Benefits (benefits@utep.edu). The department is responsible in submitting the [PeopleSoft electronic form](#) and monitor routing for approval. If the employee's last date of employment is changed to an earlier date by the Manager/Supervisor, the employee will be paid up to the date of the original accepted resignation date. Voluntary resignations are not subject to the [University Grievance](#) procedure.

Clearing With Department

For the department to authorize a clearance, the employee must:

- Return any departmental issues property (cell phones, printers, laptops, tablets) to their home department.
- Return all books, and/or pay any outstanding balances to the University Library.

In the event it is discovered that the separating employee owes the University for any services rendered or outstanding property. The University reserves the right to deduct any monies owed to the University from the separating employee's vacation payout.

Meeting with Benefits

Departments are responsible for notifying HR Benefits (benefits@utep.edu) of all separations. Benefits-eligible exiting employees are then advised to [schedule a clearance meeting](#) with their designated [benefits representative](#) to discuss retirement, medical plan options, leave balances and the return of institutional property such as parking passes, Miner Gold cards and keys. Information and instructions will be sent to the exiting employee via email prior to their scheduled clearance appointment.

Employee Exit Survey

Employees are encouraged to complete an on-line Exit Interview Survey once their notice has been provided to the Office of Human Resources. The survey is confidential, and all responses are only shared with the Office of Human Resources for statistical and metrical purposes. The purpose of the survey is to gather separating employees' perceptions of their experience (positive and constructive) within the organization.

Job Abandonment

Job abandonment occurs when an employee fails to report to work or notify their supervisor of their absence during a period of three or more consecutive workdays. An employee who abandons their job will be considered to have voluntarily resigned their position with the University. Job Abandonment is not eligible for the University Grievance procedure. In the event of job abandonment by an employee, the Office of Human Resources should be contacted for further assistance before a separation form is completed.

Retirement

If an employee has decided to retire, the supervisor or department head must:

- Refer the employee to schedule a [retirement consultation meeting](#) with their [benefit representative](#) to determine [eligibility](#).
- If eligible to retire, request the separating employee to submit a written resignation letter, which clearly states an effective or desired retirement date.
- Acknowledge and accept the resignation letter along with date then send a copy to benefits@utep.edu.
- Process the separation/retirement [Peoplesoft electronic form](#) prior to the retirement effective date and monitor routing for approval.

Death of an Employee

In the event of a death of an employee, the department must email AdminActions@utep.edu or contact the Director of Benefits immediately if it occurs on campus or as soon as the department is notified by a relative and/or colleague.

The Office of Human Resources will meet with the family of the deceased to review all applicable death benefits and instruct the department further.

Resources

[Department Clearance Checklist](#)

[PeopleSoft Electronic Form Resources and Trainings](#)

[HR Website](#)

[Handbook of Operating Procedures](#)

Applicability

All Faculty, Classified, Administrative and Professional staff employees.

Responsible Party

Associate Vice President, Office of Human Resources