



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 70.19: Employee Exit Procedures

DATE: May 17, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to outline proper procedures for employees leaving employment with Texas Tech University.

REVIEW: This OP will be reviewed in March of odd-numbered years by the Associate Vice President for Human Resources with substantive revisions forwarded through administrative channels to the Chief of Staff and Vice President for Administration.

POLICY/PROCEDURE

1. General Policy

An employee who resigns, retires, separates from the university because of a reduction in force, or is discharged shall be regarded as terminated from employment with Texas Tech University and must complete the exit procedures in this operating policy.

2. Procedure

a. Letter of Resignation

When resigning or retiring from a position at Texas Tech, employees should submit a letter of resignation stating the reason for resignation, at least two weeks prior to the effective date of resignation. The letter of resignation is to be submitted to Human Resources through the termination ePAF process by the supervisor.

b. University Property Surrendered

- (1) The employee shall immediately return state property issued to the employee, if any, to the appropriate administrator no later than the effective termination date.
- (2) The employee shall immediately return university-issued keys or access cards to entry doors or other areas, if any, to the appropriate administrator no later than the effective termination date.
- (3) The employee shall immediately return departmental-issued identification cards, if any, to the appropriate administrator no later than the effective termination date.

c. COBRA Benefits

- (1) Employees should be made aware of their rights under the [Consolidated Omnibus Budget Reconciliation Act of 1985 \(COBRA\)](#) and other regulations regarding

conversion of employee benefit programs and should review their options regarding retirement programs. A COBRA notice will be sent to the last home address on file from the Employees Retirement System of Texas (ERS).

- (2) Employees leaving Texas Tech should be notified by their supervisor about how to contact the Human Resources Employee Services Center regarding employee benefit program options.

d. Employee Exit Checklist

All supervisors should use an *Employee Exit Checklist* form, which may be found on the Human Resources website, to ensure all exiting employees have completed the necessary steps when leaving the university. The form should be emailed to hr.imaging@ttu.edu or mailed to MS 1093 three business days before the employee's last day of employment.

e. Exit Interview Process

The exit interview process is a private and secure way for Human Resources to collect information from exiting employees. It provides insight into the overall working environment within the employee's department, the supervision within the employee's department, and the overall experience the employee had at the university, as well as the effectiveness of the university's policies and procedures.

The exit interview process is available to all Texas Tech University staff members who leave the university voluntarily. Exiting employees are encouraged to participate in the survey to let us know what is working well and also to identify areas of opportunity. The Exit Interview Survey may be found on the Human Resources website at the Employee Resources tab.

3. Removal of State Property

Removal of and failure to return state property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.

4. Forms

The *Employee Exit Checklist* form is available on the Human Resources website at <http://www.depts.ttu.edu/hr/forms.php>

5. Right to Change Policy

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.