

EMPLOYEE SEPARATION POLICY

The University of Central Florida (UCF) administers a uniform method of securing the return of assigned property or equipment and the settlement of any outstanding accounts from employees separating from employment. This policy applies to all Faculty, A&P, USPS and OPS employees, including student employees. All persons separating from employment with the University are required to return all State of Florida and University controlled property in their possession and settle their accounts with UCF prior to receipt of any final payments due them.

Each department is responsible for the return of all State of Florida and UCF controlled property and equipment issued to an employee prior to the separating employee's last day of work. If an employee fails to return issued property, equipment, keys, etc. or accounts are not cleared the department shall initiate appropriate action, including but not limited to, attempts to offset any outstanding obligations from final salary payments due the employee.

The separating employee is responsible for completion of the Employee Exit Checklist and submission of the form to his/her immediate supervisor prior to the last day of work. If the separating employee is not available to secure completion of the Employee Exit Checklist, the department shall be responsible for completion of the form.

The University reserves the right to offset any salary payments due the employee to compensate for unreturned property or equipment or unsettled accounts prior to release of final payments to the employee.

PROCEDURE

Separating Employee

The employee should provide at least two weeks' notice when resigning from a position at the University of Central Florida. Employees who provide less than two weeks' notice may not be eligible for rehire, unless the employee's supervisor acknowledges, in writing, that less than two weeks' notice is acceptable.

When resigning from a position in one department at UCF to accept a position in another department at UCF, less than two weeks' notice is only acceptable if it is approved by the employee's supervisor in the old department, following negotiations with the employee's supervisor in the new department.

Prior to the last day of work, the employee should complete the Employee Exit Checklist and return all issued property and/or equipment, keys, cards, etc., and arrange for the settlement of any outstanding obligations. The employee will submit the completed Employee Exit Checklist to his/her immediate

supervisor, department head, or a designated departmental representative.

The employee is encouraged to complete an Employee Exit Questionnaire, and return the completed form to Human Resources in an envelope marked **“CONFIDENTIAL”**.

The employee is also encouraged to contact the Human Resources Benefits staff to obtain important benefits information.

Employing Department’s Responsibilities

The employee’s immediate supervisor, department head, or a designated departmental representative shall ensure that the employee has satisfactorily completed the exit process.

Supervisor, Department Head, or Designee

Require the return of any property, equipment, and UCF ID card issued to the employee and take action to notify Payroll Services if there are any outstanding obligations. Sign completed Employee Exit Checklist. If separating employee is not available to complete the Employee Exit Checklist, the supervisor, department head, or designee should complete the form. Maintain the completed Employee Exit Checklist in the department’s files. Forward the employee’s termination notice, letter of acceptance (if applicable), and Electronic Personnel Action Form (ePAF) to Human Resources. It is important that this information be forwarded to Human Resources as soon as possible, preferably before the employee’s last work day, to ensure that the employee is not overpaid, and to allow for the deduction of any outstanding debts from the employee’s final pay check.

Human Resources’ Responsibilities

Employment Services & Records

Process the termination ePAF.

Payroll Services

Initiate appropriate action, when possible, to offset any outstanding obligations of the employee prior to final payment or leave payout being processed. Process employee’s final payment for hours worked. Process applicable leave payouts approximately 1-2 pay periods after final payment (assuming ePAF has been received by the deadline and processed by HR-Employment Services & Records).

Forms (available on the Human Resources website at <http://hr.ucf.edu/forms-documents/>):

Employee Exit Checklist

Employee Exit Questionnaire