



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-32 Major Revision1 Minor Revision7

Title: Leaving Employment

Description: Discusses voluntary and involuntary clearance from the University

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: This policy discusses voluntary and involuntary termination from the University.

Policy Statement: **Voluntary**

An employee leaving UCO employment is requested to give a minimum of two-weeks notice, and to submit a written resignation that includes an effective date to his or her supervisor outlining the reason(s) for leaving. A copy is to be submitted to the Offices of Human Resources to initiate the clearance process for receipt of final pay. Prior to the last day of work, the exiting employee shall make an appointment with Human Resources to learn about his or her rights to continue medical insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA), and to participate in an exit interview.

Prior to the last day of work the employee will receive a clearance card from Employment Services. The employee must obtain his or her department director's signature on the clearance card and complete the clearance process as noted on the clearance card. The process includes turning in keys, identification card, credit cards, and library books, clearing all University debts, clearing Information Technology (IT), and completing an exit interview. If not settled before clearing campus, any outstanding debts may be collected from the final payroll check.

The termination date of any terminating employee will be the last day physically worked.

Involuntary

If a supervisor recommends an employee be *involuntarily* dismissed from employment with UCO, the employee will be afforded due process with Employee Relations in the Offices Human Resources by having an opportunity to ask questions and be given answers. If an employee feels his or her rights under UCO policy have been violated he or she may originate a grievance as provided by UCO Grievance of Termination procedures that are administered through the Office of Legal Counsel.

Glossary of Terms:

Legal

Citation:

Campus [Clearance Card](#)

Links:

FAQs:

Formerly

known as:

Approved on: 05/31/2011

Effective date: 05/31/2011

Keyword(s): resignation, resign, termination, letter, notice, clearance, process, voluntary, involuntary

Last review date: 05/01/2015

Date posted: 06/28/2011

Modified By:

Date 05/01/2015

Modified: