


<p><b>CAMPUS POLICY</b></p>  <p><b>UNIVERSITY OF COLORADO at COLORADO SPRINGS</b></p>	<p><b>POLICY NUMBER:</b> 300-014</p>	<p><b>PAGE NUMBER:</b> 1</p>
	<p><b>CHAPTER: 300</b> Human Resources</p>	
	<p><b>SUBJECT:</b> Separation from the University and Campus Check-Out Procedures</p>	
	<p><b>EFFECTIVE DATE:</b> December 7, 2007</p>	
	<p><b>SUPERSESSION:</b> Not Applicable</p>	
<p>OPR: VCAF</p> <p>VC: Administration and Finance</p>	<p><b>APPROVED</b> by Pamela Shockley-Zalabak, Chancellor, on December 7, 2007.</p>	

I. POLICY

Consistent with the *Laws of the Regents* and University of Colorado *Administrative Policy Statements*, the University of Colorado at Colorado Springs has adopted campus Check-out policies and procedures designed to facilitate an orderly transition for the University and for out-processing employees leaving University employment.

II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

III. PURPOSE

This policy reflects the high value that the University of Colorado at Colorado Springs places on protection of its property and access, on relations with its employees, and on compliance with University of Colorado policy.

This policy provides the process and procedures for employees separating from the University of Colorado at Colorado Springs. This policy applies to all employees except individuals hired as lecturers.

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This policy establishes the process and the responsibilities to ensure that Appointing Authorities, Supervising Authorities and Departmental Supervisors facilitate orderly out-processing of employees.

This policy establishes the process and the responsibilities to ensure that employees carry out their final campus duties, and receive their due compensation when separating from UCCS.

#### IV. DEFINITIONS

**Appointing Authority:** The Appointing Authority for all faculty, officers, and exempt professionals is the Chancellor of the University of Colorado at Colorado Springs. The Appointing Authority for classified employees is designated by the appropriate vice chancellor and is generally the Dean of the college or school, the department director, or associate vice chancellor. The Appointing Authority for student employees is designated by the appropriate vice chancellor and is generally the Dean of the college or school, the department director, or associate vice chancellor.

**Deceased Employee:** Any employee who dies while employed by UCCS.

**E-mail:** The UCCS Human Resources e-mail account is [personnel@uccs.edu](mailto:personnel@uccs.edu)

**Separating Employee:** Any individual leaving the employ of UCCS. This policy, however, does not apply to lecturers who are separating from UCCS employment.

**Supervising Authority:** For faculty, officers and professional exempt employees working in an academic department, the supervising authority is the Dean of the college or school. For faculty, officers and professional exempt employees working in an administrative department, the supervising authority is the department director, associate vice chancellor, or vice chancellor. The supervision authority for classified employees and student employees is generally the appointing authority or a designee of the appointing authority.

**Work Day:** A time period within a twenty-four hour period in which an employee is scheduled to work, is authorized to be absent, or receives pay for work, vacation leave, or sick leave.

#### V. PROCEDURES

##### A. Voluntary Separation

1. An employee who voluntarily separates from the University will notify the Departmental Supervisor two weeks or more before the termination date.
2. Departmental Supervisors will notify the UCCS Human Resources of an employee's intended termination within one week that the Departmental

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Supervisor was notified. This notification may be in traditional written form or by e-mail. The notification must include the employee's last day of work.

B. Involuntary Separation

1. Appointing and Supervising Authorities do not have the authority to terminate an employee without the review and necessary approvals of Human Resources.
2. Appointing and Supervising Authorities who terminate an employee must first contact the Human Resources Director or the Associate Vice Chancellor for Administration and Finance for consultation before the termination will be approved. Human Resources personnel must also consult with University Counsel.
3. Human Resources personnel will provide assistance to supervisors regarding termination processes.
4. In the case of an employee's death, Departmental Supervisors, upon notification of an employee's death by a reliable source, will on the same or first available business day, notify UCCS Human Resources by email of the employee's death. Procedures will be provided on a case by case basis for these situations.

C. Check-Out Procedures

1. The UCCS Human Resources Department will develop a Check-Out Procedure, Campus Clearing Form, Exit Interview, and a sample Letter of Resignation, and will make these available in paper copy in the UCCS Human Resources office, and in electronic form on the UCCS Human Resources website. The Check-Out Procedure and Clearing Form may also be converted to an interactive internet based process.
2. The UCCS Human Resources Compliance Office is responsible for monitoring completion of the Check-Out Procedures. On a weekly basis, the Human Resources Office will provide the Compliance Office with a list of termination employees to assist in monitoring compliance with this policy.
3. Departmental Supervisors will provide the terminating employee a paper copy of the Check-Out Procedure, and access to either a paper copy or electronic copy of all paperwork required of the employee by the Check-Out Procedure.
4. Departmental supervisors will ensure that the terminating employee submits appropriate paperwork to the appropriate office as required by the Check-Out Procedure, which may include, but is not limited to, a Letter of Resignation, an Exit Interview, and the Campus Clearing Form.

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5. Departmental Supervisors shall, within one week, provide UCCS Human Resources with appropriate departmental paperwork after notification of employee separation. This paperwork includes but is not limited to the Personnel Action Form, Letter of Resignation, final hours worked, and final leave balances.

## VI. RESPONSIBILITY

- A. The UCCS Human Resources Department is responsible to develop the procedures and the appropriate forms to out-process terminating employees and to provide copies as mentioned above.
- B. The UCCS Human Resources Compliance Office is responsible for monitoring compliance with this policy.
- C. Department Appointing Authorities, Supervising Authorities, and Departmental Supervisors are responsible for complying with this policy and the Check-Out procedure.
- D. Employees are responsible for complying with this policy and the Check-Out procedure.

## VII. HISTORY

## VIII. ATTACHMENTS:

- A. Rules of the Regents <https://www.cu.edu/regents/Laws/index.html>
- B. State of Colorado Personnel Rules <http://www.colorado.gov/dpa/dhr/rules/rules.htm>
- C. UCCS Employee Check-out Procedure  
[http://www.uccs.edu/~hr/web/forms\\_procedures/HR\\_forms.html](http://www.uccs.edu/~hr/web/forms_procedures/HR_forms.html)
- D. UCCS Employee Clearing Form  
[http://www.uccs.edu/~hr/web/forms\\_procedures/HR\\_forms.html](http://www.uccs.edu/~hr/web/forms_procedures/HR_forms.html)