



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 70.19, **Exit Interview and Separation Checkout Procedures**

PURPOSE: The purpose of this Health Sciences Center Operating El Paso Policy and Procedure (HSCEP OP) is to establish exit interview and separation checkout procedures which will be available to staff employees separating from employment with TTUHSCEP.

REVIEW: This HSC OP will be reviewed on November 1 of each odd-numbered year (ONY) by the Executive Director for Human Resources (EDHR), with recommendations for revisions submitted to the Chief Financial Officer by November 15.

POLICY/PROCEDURE:

1. **Online Employee Separation Checkout System:** Upon receiving a firm separation date with the resignation of a staff or faculty employee, TTUHSCEP departments will key the separation date into the Online Employee Separation Checkout system (OESC) <http://www.ttuhsce.edu/hr/oesc/>. The system will email the employee with separation instructions and notify specific departments of each campus of the separation. The notified departments will use this information only to remove the separating employee from institutional system access or other necessary separation actions.
2. **Exit Interview Process.**
 - a. **General.** Staff and faculty employees will receive an email from the OESC with instructions to access the online Exit Interview <http://www.ttuhsce.edu/HR/forms/op7019bEI.pdf>. A representative of Human Resources department will conduct the exit interview.
 - b. **Recordkeeping.** The EXIT INTERVIEW information will not become a part of the employee's personnel file. The exit interview is confidential and will not in any way have an effect on the status of the person completing the form.
 - c. **Evaluating Information.** The EXIT INTERVIEW forms will be evaluated by the Executive Director for Human Resources or designee to determine problem areas or other factors affecting the human relations aspect of TTUHSCEP. These items will be reported, as applicable, to either the EDHR or other responsible administrators if management action appears warranted.
3. **Separation Checkout Process.** All separating employees are required to complete a separation checkout form <http://www.ttuhsce.edu/hr/forms.aspx>. This will ensure the return of state property, and the employee will have counsel concerning their insurance and retirement benefits. The checkout form should be completed and returned to the Human Resources department.
 - a. The separating employee will receive an email with a link to the checkout form
 - b. Prior to or on their last day of employment, the employee will visit each department on the checkout form and obtain an official signature.
 - c. The separating employee will return the completed form to Human Resources department.

4. **Right to Change Policy.**

TTUHSC reserves the right to interpret, changes, modifies, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.