

Christopher Newport University

Policy: Employee Separation Clearance Policy **Policy Number: 5080**

Executive Oversight: Vice President for Finance and Planning/CFO
Contact Office: Office of Human Resources
Frequency of Review: Biennially
Date of Last Review: January 2021

A. PURPOSE

This policy establishes the requirements surrounding removal of Christopher Newport University technology and building access, and returning University property issued to an employee upon or during their employment, at separation of employment or a departmental transfer within the University for all employees, excluding adjuncts, AP-14's, and student employees.

B. POLICY STATEMENT

Christopher Newport University shall take reasonable steps to ensure all technology and building access is withdrawn immediately following a departing employee's last day of work with the University or, as appropriate, prior to changing roles within a department or transfer to another department at the University.

Additionally, the University shall recover all Christopher Newport property and equipment issued to an employee prior to the end of the separating employee's last day of work with the University or prior to changing roles within a department or transfer to another department within the University.

The University shall remove all access to buildings and electronic systems for the separated employee.

C. DEFINITIONS

Separation of employment: Concluding employment with the University either through resignation or termination, including resignation in lieu of termination.

Departmental transfer of employment: Moving from one department within the University to another, or moving from one role in a department to another that may require reassignment of resources.

Resource Provider: The department or individual responsible for issuing and/or collecting University access or property.

Employee Resource System (ERS): The application used to track the granting and removal of university-owned resources assigned faculty and staff by resource providers.

D. PROCEDURES

1. Employee Responsibility

- a) Submit written notice of resignation to the supervisor.
- b) Ensure that the property and equipment issued upon or during employment is returned to supervisor.
- c) Pay or make arrangements to pay any outstanding fines or fees owed to the University.
- d) Pay or make arrangements to pay for missing or lost property or equipment.
- e) Remove all personal items from assigned workspace. Any personal items left behind shall become University property, and disposed of pursuant to law.

2. Supervisor Responsibility

- a) Forward letters of resignation to the Office of Human Resources within two days of receipt.
- b) Immediately contact the Human Resources Office if the separating employee is not in your employee listing in the ERS.
- c) Key in the separation date for the employee in the Employee Resource System (ERS), accessed through the CNU Connect portal as soon as a notice of resignation is received in order to initiate the access removal process.
- d) Approve the final time sheet and leave requests in the Time, Attendance and Leave (TAL) system, web time sheet system or complete a paper time sheet to account for hours worked and leave reported on the last time sheet.
- e) Ensure that all University issued property and equipment (keys, identification card, uniforms, purchasing card, etc.) are identified, collected and returned to the appropriate department (keys to Plant Operations, ID card to the Information Desk, and Charge Card to Purchasing, etc.).
- f) Ensure all outstanding debts are paid, or contact the Office of Human Resources and the Business Office in writing as to the property or equipment missing and the amount owed.
- g) Ensure the office space has been emptied of all the employee's personal property and that the workspace is properly cleaned.
- h) Complete the online training on the supervisor's role in the employee separation process and the ERS.

- i) Maintain an updated list of resources (access and physical resources) provided to each employee.
- j) If applicable, provide the Business Office with the departmental signed agreement authorizing the payroll deduction or debt collection for unreturned items. Supervisors must also have valid documentation to substantiate the actual replacement cost for collection.

3. Resource Provider Responsibility

- a) Respond timely after the date of separation to the email sent out from the ERS that notifies the supervisor of the resource in need of return, outstanding fines, or the action needed to be taken to ensure the timely return and/or termination of University assets. Timely response is considered entering the collection date in ERS on or before seven (7) business days for eVA accounts and three (3) business days for all other resources.
- b) For eVA accounts, contact the department within seven (7) business days to determine if there is a need to assign a delegate for the account in order to process outstanding purchase orders.
- c) Provide notes in the ERS when resources are not collected by the required date.
- d) Complete one-time training prior to receiving Resource Provider access to ERS.

4. Office of Human Resources Responsibility

- a) Notify supervisors of their role and provide mandatory supervisory training.
- b) Implement and provide employee separation training.
- c) Monitor responses through the ERS.
- d) Notify resource providers or supervisors when their responses are overdue.
- e) Notify management of noncompliance by supervisor and/or resource provider, and of consequences for not following the policy in accordance with the Standards of Conduct and/or University Handbook.
- f) Work with the Business Office to conduct a review of Hourly (wage) employees every 90 days to determine inactivity, and process inactive employees in accordance with this policy.

5. Business Office Responsibility

- a) Collect the replacement costs of unreturned property or equipment, or unsettled accounts through University-contracted collection agencies.
- b) Verify that the employee has signed an agreement authorizing unreturned items will be deducted from their paycheck and, when appropriate, take action through the debt set off process allowed by the Virginia Debt Collection Act.

6. Information Technology Services Responsibility

- a) Provide application development and support for the Employee Resource System.
- b) Take necessary steps to remove access when notice of employee separation is received.
- c) Collaborate with the appropriate division head to create an automatic email response for the separated employee.

E. APPROVAL AND REVISIONS

Approved By: Chief of Staff, Executive Vice President, February 18, 2011

Revision 1: Chief of Staff, Executive Vice President, June 17, 2014

Revision 2: Policy Committee, December 5, 2018

Revision 3: Policy Committee, January 14, 2021

F. NEXT REVIEW DATE: Spring 2022