



POLICY TITLE	Termination Clearance for Hourly Employees	Policy Number	374
Section	People and Culture	Approval Date	February 8, 1996
Subsection	Disciplinary Sanctions and Terminations	Effective Date	February 8, 1996
Responsible Office	Office of the Vice President of People and Culture		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 To protect both the employee and the University, the University requires departments to perform exit clearances for terminated hourly employees.

5.0 PROCEDURES

5.1 Once an hourly employee is terminated, the personnel coordinator:

5.1.1 Collects all department equipment from employee.

5.1.2 Cancels computer authorization.

5.1.3 Clears employee with all applicable departments:

- 1) Library (overdue books/films/screens)
- 2) Parking Services (parking sticker/remote/tickets)
- 3) Business Office (bad checks/travel advances)



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- 4) Physical Plant (keys/lockers/key codes)
- 5) Warehouse (linen/mailbox keys)
- 6) Purchasing Office (limited purchase checks)
- 7) Activity Center (lockers/equipment)
- 8) People and Culture (mark "terminated" on PAF and/or time card; note date and whether voluntary or involuntary termination)

5.1.4 Notifies employee that a final paycheck is available for pick up from the personnel coordinator upon clearance.

5.2 Adjunct faculty members are not automatically terminated at the end of each term. When a department chair determines that an adjunct faculty member will not be returning to the department, the termination proceedings outlined above should be initiated.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
February 8, 1996	Approved	
January 30, 2024	Non-substantive changes made to change "Human Resources" to "People and Culture"	UVU Policy Office