



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: 374 Termination Clearance for Hourly Employees			
Existing Policy Number and Title: 374 Termination Clearance for Hourly Employees			
Approval Process*			
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Substantive Change	<input type="checkbox"/> Compliance Change
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> Revision–Limited-Scope	<input type="checkbox"/> Revision–Limited-Scope
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision		<input type="checkbox"/> Deletion
<input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Suspension		
Anticipated Expiration Date (Temporary Policies): Click or tap to enter a date.			

*See UVU Policy 101 *Policy Governing Policies* for process details.

Draft Number and Date: <u>DELETION</u>
President’s Council Sponsor: <u>Marilyn Meyer</u> Ext. _____
Policy Steward: <u>Drew Burke</u> Ext. _____

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>8/22/2024</u></p> <p>University Entities Review Entrance Date: <u>8/22/2024</u> Close Feedback: <u>10/17/2024</u></p> <p>University Community Review Entrance Date: <u>12/12/2024</u> Open Feedback: <u>12/12/2024</u> Close Feedback: <u>12/19/2024</u></p> <p>Board of Trustees Review Entrance Date: <u>1/9/2025</u> Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: _____</p>



UTAH VALLEY UNIVERSITY

Policies and Procedures

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)~~



UTAH VALLEY UNIVERSITY Policies and Procedures

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

EXECUTIVE SUMMARY:

Policies 105, 322, 353, 374, 375

Date:	August 20, 2024
Sponsor:	Marilyn Meyer
Steward(s):	Drew Burke
Policy Process:	Regular
Policy Action:	Deletion
Policy Office Editor:	Cara O'Sullivan

Issues/Concerns (including fiscal, legal, and compliance impact):

The following reasons will be cited for the recommendations to delete the policies listed below:

1. **Obsolete:** The policy or significant parts are outdated or no longer relevant.
2. **Redundant:** The policy duplicates other existing policies.
3. **Legal/Regulatory:** Amended or new laws or regulations have rendered the policy unnecessary, obsolete, or redundant.
4. **Procedural Basis:** The policy lacks legitimate regulatory or university-related academic or business reasons to exist in policy, and current university procedures or practices render the policy unnecessary.

Suggested Deletions:

1. **Policy 105 Reporting Organizational Changes:** This policy requires supervisors at any level to report their respective organizational changes (structure) effectively and timely.

Recommended Deletion Reasons: Procedural and Basis

Organizational changes such as reorganizations, restructures, and position reclassifications are currently handled through People and Culture and departmental processes and procedures.

2. **Policy 322 Employment Responsibilities and Standards:** This policy contains several behavioral and conduct standards (honesty, conflict of interest, following university and USHE policies, exploitation, discrimination, etc.).

Recommended Deletion Reasons: Redundant, Obsolete, and Legal/Regulatory

Recent updates to Policy 371 *Performance Management and Development for Staff Employees* and Policy 635 *Faculty Rights and Professional Responsibilities* currently govern conduct and behavioral expectations for staff and faculty.

3. **Policy 353 Group Healthcare Coverage for Benefit-Eligible Employees:** Every employer's health plan is required by law to have a controlling document called "The Plan Document." This document governs the administration of the benefits plan under federal law. Policy 353 summarizes the provisions for continued group healthcare coverage (COBRA) for eligible employees. Having a policy summarizing The Plan Document is redundant and could create risk if there were a conflict between the annually updated Plan Document and Policy 353.

Recommended Deletion Reason: Redundant

4. **Policy 374 Termination Clearance for Hourly Employees:** This policy requires departments to perform exit clearances (collect UVU property, submit E-PAF, collect library fees, parking fees, etc.) for terminated hourly employees.

Recommended Deletion Reasons: Procedural and Obsolete

Off-boarding departing employees is currently handled through People and Culture and departmental processes and procedures.

5. **Policy 375 Termination Clearance for Salaried Employees:** This policy requires departments to submit a form (replaced by E-PAF), perform exit interviews, collect UVU property, submit E-PAF, and collect library fees, parking fees, etc., for terminated salary employees.

Recommended Deletion Reasons: Procedural and Obsolete

Off-boarding departing employees is currently handled through People and Culture and departmental processes and procedures.

Requested Approval from President's Council: Requesting Entrance into Stage 2, Regular Policy Deletion Process

Target Date to Enter Stage 2: 8/22/2024

Target Date for Board of Trustees Review: 12/2/2024



POLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

Policy Title: 374 Termination Clearance for Hourly Employees	Policy Number: 374
Sponsor: Marilyn Meyer	Steward: Drew Burke

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
UVUSA			x	We like that there is a 5 year or less required check for policies	
UVUSA			x	Wondering if there is a specific procedure if there was a need to have these policies reinstated and if it is in writing	Any future policy efforts would follow the regular policy process based on the individual facts and circumstances for the policy being considered for reinstatement.
Faculty Senate				No comments.	
Academic Affairs Council				No comments.	
PACE				No comments.	