

**Institutional Handbook of Operating Procedures
Policy 03.03.08**

Section: Human Resources	Responsible Vice President: Vice President of Human Resources and Chief HR Officer
Subject: Employee Relations	Responsible Entity: Human Resources

I. Title

Employee Resignation and Exit Process

II. Policy

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

When resigning or retiring from a position at UTMB, an employee should submit a written notice of resignation at least three weeks prior to the effective date of resignation unless a briefer notice is mutually agreed upon in writing by the supervisor and the employee. This notice must be submitted to the supervisor for forwarding to the Human Resources Employee Records Department. Some departments may find it necessary to request that certain positions give more than three weeks notice. In these cases, the department will be responsible for establishing this request with the employee.

- The employee must work the notice period unless the supervisor approves interim leave, provided the employee works on the final day. Employees that are retiring or transferring to another state agency are not required to work their last day, if the supervisor has approved the use of applicable leave accruals on the final day(s) of employment. Employees on FMLA leave or Leave of Absence (LOA) at the time of resignation are not required to work their last day.
- Supervisors are required to secure all UTMB property from the employee on or before the last day of work.
- Prior to the effective date of resignation, the employee should complete the [Exit Feedback Questionnaire](#) located on the Leaving UTMB Section of the Human Resources website.
- For employees who are currently working, the effective date of resignation is the last day the employee performs duties for UTMB. However, for those employees who are on an official leave of absence, the effective date will be the date the employee notifies UTMB of their intent to resign.
- All UTMB employees who voluntarily leave employment are expected to complete the employee exit process. All employees, excluding CMC, who voluntarily leave UTMB must complete the UTMB [Employee Exit Checklist](#) to the satisfaction of their department representative.
- Employees leaving UTMB involuntarily shall be notified in writing by their supervisor about how to contact the Benefits Department to receive information about their rights under COBRA

and other options regarding employee benefit programs.

- The department is responsible for collecting all UTMB property including badges for contract employees or UTMB employees leaving UTMB involuntarily. In addition, the department is responsible for loading electronic employee separations and for immediately notifying Information Services (IS) and Campus Police to remove computer and badge access in instances of involuntary separation.
- Employees may be billed for any UTMB property that has not been returned or face criminal charges.

III. Procedure for All Employees

Responsibility

All Employees

- Prior to the last date of employment, review and update, if necessary, their contact information, including forwarding address, by logging into Employee Self Service. Employees should also review post employment benefits in the *Leaving UTMB* section of the Human Resources website.
- Provide feedback regarding job and working conditions by completing an online [Exit Feedback Questionnaire](#).
- Prior to their last day of work, return departmental property such as keys, uniforms, pagers, cell phones, calling cards, supplies and equipment, and pay any appropriate outstanding fees to the department representative.
- Prior to the last day at work, return all institutional keys and badges to the Campus Police and return all outstanding Library materials to the Library.
- Prior to the last day of work, ensure all outstanding expenses, cash advances, travel advances, and /or other advances are settled with the Accounting Office.
- On the last day of work, return parking cards or hangtags to the Parking Facilities Office.
- CMC employees will return all departmental property, including keys, badges, etc. to the department representative or CMC Regional Human Resources.

Faculty Members

- Must complete all outstanding medical records
- Complete the [Faculty Exit Interview Survey](#)

Medical Staff/House Staff

In addition to the above mentioned duties:

- Must complete all outstanding medical records.
- All Residents and Fellows must complete all outstanding medical records and check out with the institutional Office of Graduate Medical Education.

Registered Nurses

- If a Registered Nurse who received relocation assistance resigns or is terminated before completing twelve (12) consecutive months of service, the entire relocation amount must be

refunded to the department representative prior to the last day of work. Payment must be made by Cashier's Check or Money Order endorsed to the University of Texas Medical Branch.

IV. Correctional Managed Care

Employees of CMC will adhere to the CMC Exit Policy.

V. Related UTMB Policies and Procedures

[IHOP - 09.02.03 - Retiring Incomplete Medical Records](#)

VI. Dates Approved or Amended

<i>Originated: 12/01/1990</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/02/2009	05/03/2017
06/22/2023	

VII. Contact Information

Human Resources – Employee Relations
(409) 772-8696