

THE UNIVERSITY OF TEXAS AT EL PASO

HUMAN RESOURCE SERVICES DEPARTMENT

WHEN AN EMPLOYEE LEAVES THE UNIVERSITY EMPLOYEE'S TOOLKIT

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I. WHEN AN EMPLOYEE LEAVES THE UNIVERSITY

When you end your employment with The University of Texas at El Paso, the clearance and exit process must be scheduled and completed. There are a number of steps you will need to take when separating from UTEP.

STEPS TO FOLLOW:

- Notify your supervisor or department head and Human Resource Services (HRS) of your intent to resign so the clearance process may begin on a timely basis.
- Your department will be required to verify the amount of your unused and accrued vacation and sick leave hours up to the date of your separation. Any hours of unused and accrued vacation will be paid out at the time of separation; however, sick leave benefits will not be paid out.
- You will be required to return any University equipment and items in your possession at the time of your separation. These items will be collected when you meet with HRS.

HUMAN RESOURCE SERVICES WILL COLLECT:

- Your UTEP Miner Gold Card
- University keys assigned to you
- University property (laptop, PDA, cell phone, etc.) according to the inventory provided by the separating department

HUMAN RESOURCE SERVICES WILL CONTACT:

- Payroll and Budget Offices
- University Help Desk and Information Security Office
- University Library
- University Key Shop
- Other departments as required

A. REINSTATEMENT OF PREVIOUS SERVICE TIME

Classified Staff and A&P employees who voluntarily resign and are rehired within one year of their termination date may have their sick leave accrual restored and may begin earning vacation time at the rate in effect as of their date of termination. This may not be considered an “interruption of service” for benefits such as retirement. As with all benefits and rules, this is also subject to change depending upon any changes that may occur in state legislation, Regent’s Rules or the University’s Handbook of Operating Procedures (HOOP).

B. EXIT INTERVIEW

Separating staff are expected to complete an exit interview during the clearance process. The [exit interview survey](#) can be completed online at the HRS Web site and will be maintained directly in the HRS department. Exit interview information may be used for identifying and analyzing workplace conditions and trends, which helps the University address employee-relation issues.

[Exit Interview Survey \(Staff\)](#) Form

C. FREQUENTLY ASKED QUESTIONS (FAQS)

WHEN SHOULD I NOTIFY MY SUPERVISOR THAT I'M CONSIDERING RESIGNING?

You should speak to your supervisor or department head immediately as soon as you have made the decision to resign from UTEP. You may be asked to state your intent to resign in writing.

WHAT CONSTITUTES A "WRITTEN" RESIGNATION LETTER OR MESSAGE?

Your written resignation notice may be in the form of an E-mail message, facsimile (fax) machine message, or letter to your supervisor or department Head. These methods will meet the criteria for a "written" resignation letter.

WHAT HAPPENS IF I CHANGE MY MIND AND DECIDE NOT TO RESIGN?

If you resign your position in writing and your supervisor or department head has accepted your resignation, you will need to rescind your resignation in writing. The decision to accept your request to rescind your resignation is at the discretion of the University. UTEP is under no obligation to accept the request, and your original resignation date may remain in effect.

IF I'VE RESIGNED VOLUNTARILY, AM I ELIGIBLE FOR REHIRE?

Your eligibility to return is based upon a number of factors before a decision is made. Certainly the University will take those factors into account to determine if you're eligible for rehire.

HOW SHOULD I APPROACH MY SUPERVISOR OR DEPARTMENT HEAD ABOUT RETIRING?

You should let your supervisor or department head know that you are contemplating retirement and also tell them that you will verify your eligibility with HRS before you make a decision. Once you determine if you're eligible, you can inform your supervisor or department head of your retirement plans. You'll be asked by your supervisor or department head to submit a letter of resignation indicating your desired retirement date.

WHO CAN DETERMINE IF I'M ELIGIBLE TO RETIRE?

Your eligibility to retire rests with the retirement plan criteria you're under. If you're under the [Teacher Retirement System of Texas \(TRS\)](#) you'll need to contact TRS for eligibility information. If you are under the Optional Retirement Program (ORP), you will need to contact your ORP Retirement provider and HRS for assistance.