PERSONNEL

Personnel

Check-out Procedure for Terminating Employees (6.8)

PURPOSE

The purpose of the check-out policy is to establish and maintain procedures for terminating personnel to satisfy pending non-financial and financial obligations. Check-out forms are used to control this process (see attachment #1 and #2). Personnel termination can be defined as a dismissal or resignation.

POLICY

It is the policy of Tennessee State University that persons leaving the University shall relinquish and/or return all University property.

PROCEDURE

The Academic/Administrative Department Head will initiate the processing of the check-out form. Signatures from the University Library, Post Office, Computer Center and Business Office are required. This form must be completed before the employee's final paycheck can be issued. The last step is an exit interview conducted by the Personnel Office.

REFERENCE

Supersedes "Check-Out Procedures for Terminating Employee" Policy No. 5:16 in the University-Wide Policy Manual