

Separation of Employment Procedure Regarding Property

When an employee is separated from the University for any reason, including but not limited to resignation, termination for cause, layoff, etc., it is the responsibility of the home department to document the separation and notify Human Resources in a timely manner.

Notification to Human Resources should include entering termination via e-term and for Gratis employees, furnishing a Per-3. Remember to ask for a forwarding address, and leave taken that has not yet been reported on a time and attendance voucher.

Upon notification, Human Resources is responsible for providing reports of all separations to Asset Management, Supply Chain Management, Telecommunications, and Parking.

The manager is responsible and should prepare to collect all University property from the separating employee, such as:

- Notifying I.T. and Information Security in advance of an upcoming separation, when applicable, allows for timely arrangements to be made to restrict or terminate IT access appropriately.
- Employee's University photo identification card
- Parking card
- Office, department, desk, and file cabinet keys
- Any moveable computer equipment, laptops, printers, cell phones, pagers, or other electronic equipment provided to the employee.
- Any other University property (library books, tools, gas cards, p-cards, travel cards, etc.) must be returned to the home department
- Uniforms issued to the employee must be returned to the home department

Departments are responsible for following up with the separating employee to make arrangements for the receipt of university property and for notifying appropriate parties on the following:

- Forward p-cards and travel cards to Supply Chain Management for deactivation.
- Forward pagers, phones, or notification of reassignment to Telecommunications.
- Notification of new location and custodian for moveable equipment (laptops, computer equipment, etc.) to Asset Management
- Notification to Parking for the termination of parking privileges.

Upon separation, employees may arrange to retrieve personal property through their home department. In such cases, employees must be accompanied by a Department Head or designee to obtain access to the LSUHSC-NO buildings and must be present for the retrieval of all personal effects. This should last no longer than one (1) hour.

Please note: In cases where the employee does not return to campus, the manager should pack employee's personal property to mail back to the employee. An inventory list is recommended when packing employee's personal belongings, along with a witness of items packed, and a copy of the inventory list should be included in the box with personal items. As an alternative to mailing the items, the manager or assigned representative may offer a date and time that the employee can pick up their belongings.