

Christopher Newport University

Policy: Employee Separation Clearance Policy

Policy Number: 5080

Executive Oversight: Chief People Officer | Senior Associate Vice President
Contact Office: Office of Human Resources
Frequency of Review: Biennially
Date of Last Review: June 2024

A. PURPOSE

This policy establishes the requirements surrounding removal of Christopher Newport University technology and building access, and returning University property issued to an employee upon or during their employment. This applies to separation of employment or a departmental transfer within the University for all employees, excluding adjuncts, AP-14's, and student employees.

B. POLICY STATEMENT

Christopher Newport University shall take reasonable steps to ensure all technology and building access is withdrawn immediately following a departing employee's last day of work with the University or, as appropriate, prior to changing roles within a department or transfer to another department at the University.

Additionally, the University shall recover all Christopher Newport property and equipment issued to an employee prior to the end of the separating employee's last day of work with the University or prior to changing roles within a department or transfer to another department within the University.

The University shall remove all access to buildings and electronic systems for the separated employee.

C. DEFINITIONS

Separation of employment: Concluding employment with the University either through retirement, resignation, or termination, including resignation in lieu of termination.

Departmental transfer of employment: Moving from one department within the University to another, or moving from one role in a department to another that may require reassignment of resources.

Resource Provider: The department or individual responsible for issuing and/or collecting University access or to property.

Employee Resource System (ERS): The application used to track the granting and removal of university-owned resources assigned to faculty and staff by resource providers.

D. PROCEDURES

1. Employee Responsibility

- a) Submit written notice of resignation to the supervisor.
- b) Ensure that the property and equipment issued upon or during employment is returned to their supervisor.
- c) Pay or make arrangements to pay any outstanding fines or fees owed to the University.
- d) Pay or make arrangements to pay for missing or lost property or equipment.
- e) Remove all personal items from their assigned workspace. Any personal items left behind shall become University property, and disposed of pursuant to law.

2. Supervisor Responsibility

Supervisors will be notified of their role and provided training resources during new employee orientation and /or new supervisor training and are responsible for the following:

- a) Upon hire, the supervisor must request all necessary resources in the ERS system. When an employee transfers to another department within CNU, it is the new supervisor's responsibility to request all necessary resources in the ERS system.
- b) Forward letters of retirement, resignation, or intent to transfer to another internal position to the Office of Human Resources immediately upon receipt.
- c) Approve the final timesheet and leave requests in the Cardinal system to account for hours worked and leave reported on the last time sheet.
- d) Ensure that all University issued property and equipment (keys, identification card, uniforms, purchasing card, etc.) are identified, collected and returned to the appropriate department (keys to Facilities Management, ID card to the Information Desk, and purchasing card to Procurement, etc.).
- e) Ensure all outstanding debts are paid, or contact the Office of Human Resources and the Business Office in writing as to the property or equipment missing and the amount owed.
- f) Ensure the office space has been emptied of all the employee's personal property and that the workspace is properly cleaned.
- g) If applicable, provide the Business Office with the departmental signed agreement authorizing the payroll deduction or debt collection for unreturned items. Supervisors must also have valid documentation to substantiate the actual replacement cost for collection.

3. Resource Provider Responsibility

Resource providers will be notified of their role and provided training resources during new employee orientation and /or departmental training and are responsible for the following:

- a)** Respond timely to the date of separation email sent out from the ERS that notifies the supervisor of the resource in need of return, outstanding fines, or the action needed to be taken to ensure the return and/or termination of University assets. Resource collection in ERS should be completed within seven (7) business days for eVA accounts and three (3) business days from the termination or transfer date for all other resources.
- b)** For eVA accounts, contact the department within seven (7) business days to determine if there is a need to assign a delegate for the account in order to process outstanding purchase orders.
- c)** Provide notes in the ERS when resources are not collected by the required date.

4. Office of Human Resources Responsibility

- a)** Upon receipt of the retirement, resignation, or transfer letter, Human Resources Classification and Compensation personnel will key in the separation date for the employee in (ERS) as soon as a notice of retirement, resignation or transfer is received in order to initiate the access removal process.
- b)** Human Resources will notify supervisors and resource providers of their role and provide training resources during new employee orientation and /or new supervisor training.
- c)** Monitor responses through the ERS.
- d)** Notify resource providers or supervisors before their responses are overdue.
- e)** Notify management of noncompliance by supervisor and/or resource provider, and of consequences for not following the policy in accordance with the Standards of Conduct and/or University Handbook.
- f)** Conduct a review of Hourly (wage) employees every 60 days to determine inactivity, and process inactive employees in accordance with this policy.
- g)** Provide system access to all resource providers.

5. Business Office Responsibility

- a)** Collect the replacement costs of unreturned property or equipment, or unsettled accounts through University-contracted collection agencies.
- b)** Verify that the employee has signed an agreement authorizing unreturned items will be deducted from their paycheck and, when appropriate, take action through the debt set off process allowed by the Virginia Debt Collection Act.

6. Information Technology Services Responsibility

- a)** Provide application development and support for the Employee Resource System.
- b)** Collaborate with the appropriate division head to create an automatic email response for the separated employee, assist with email delegation and file transfers/storage.

E. APPROVAL AND REVISIONS

Approved By: Chief of Staff, Executive Vice President, February 18, 2011

Revision 1: Chief of Staff, Executive Vice President, June 17, 2014

Revision 2: Policy Committee, December 5, 2018

Revision 3: Policy Committee, January 14, 2021

Revision 4: Policy Committee, June 25, 2024

F. NEXT REVIEW DATE: Spring 2026