

POLICY

Effective Date: 07/16/04

Approved By: Director of Facilities Management

Cancels: 96-11

POL-5715.02 RECORDING OF FM EMPLOYEE SEPARATION

This policy applies to all employment terminations of permanent and temporary Facilities Management (FM) employees.

1. Terminating FM employees are responsible for returning all items assigned to them.

Upon termination of employment within Facilities Management, all permanent and temporary employees are responsible and held accountable for the return of all tools, keys, radios, identification cards, and uniforms assigned to them.

2. Employee and Supervisor will record returned items on FM Employee Separation Record

During the exit interview between an employee and their supervisor, the supervisor will be responsible for completing the Facilities Management Employee Separation Record form noting the return of assigned keys, identification card, radio, and uniforms. The form is signed by both the employee and the supervisor, adding any pertinent comments, and forwarded to the second line supervisor along with employee's identification card, for review and signature.

The separation record form is then forwarded to the administrative assistant in the Facilities Management Administration Office for deactivating assigned computer login, email access, and/or telephone authorization numbers. This form will be filed in the employee's personnel folder.

3. FM Separation Record Procedure is in addition to HR's Employee Check Out Form

The Human Resources (HR) Department maintains an on-line "Check Out" form for staff leaving WWU (extended leave w/o pay, termination, retirement, etc).

FM's Employee Separation Record requirement is in addition to and does not replace the employee and supervisor responsibility to complete HR's Check Out form.