

Employment Termination

When an employee resigns, is terminated, or is suspended, the following steps shall be taken:

1. Collection of all keys, signature stamps, and other indicators of authority.
2. Changing of all relevant locks or codes, passwords, and access codes.
3. Settling of all accounts (e.g., expense accounts, outstanding loans, hardware, software).
4. Completion of exit interview.

Revised: 09/08