



Administration & Finance

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www.umb.edu/administration_finance/index.html

Issuing Office: Human Resources

Policy Number: FY09-HRS-001-03

Policy Name: Employee Exit and Transfer Policy

Original Date Issued: Wednesday, September 16, 2008

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Purpose of Policy:

To provide a standardized process to make it easier for departments and employees to ensure a smooth transition for separating or transferring employees.

To ensure knowledge and skills transfer, to obtain exiting employee feedback to improve the operations and work environment of the UMass Boston campus and to ensure the safeguarding of University assets and resources as employees terminate from UMass Boston and/or transfer within the UMass Boston Campus or UMass System.

Applicable to: To all employees of the university including benefitted and non-benefitted employees. It also applies to undergraduate and graduate student employees and affiliates who have access to university equipment, office(s), systems, etc.

Definitions:

Immediate Termination is the termination of the employment relationship between the University and an employee resulting from the decision of the University.

Standard (Voluntary) Termination is the termination of the employment relationship resulting from the voluntary decision of the employee to resign from employment of the University.

Retirement (Retiree) is an employee who is retiring from the University.

Transfer is an employee who moves from one department to another within UMass Boston.



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Transfer in UMass System is an employee who transfers to another campus or UMass system office.

Key Departments are offices within UMass Boston that are notified when an employee is either exiting from UMass Boston or transferring to a different department on campus to ensure there are no outstanding obligations, equipment, keys, system access, etc.

Employee Exit Survey is a tool for managers to learn about their employee's experiences and allows the opportunity for the employee to provide feedback on the nature of the organization and their work.

Exit Interview is a confidential discussion conducted by Human Resources with employees who are separating from UMass Boston. This interview is offered on the Employee Exit Survey.

Policy:

This policy is designed to manage the Employee Exit & Transfer process and ensure the process is handled in a professional manner with minimal disruption to ongoing work functions.

The department head or supervisor is responsible to:

- Facilitate a smooth transition for the exiting employee,
- Ensure knowledge and skills transfer, and
- Safeguard the assets and the resources of the university.

There are two important forms which must be completed:

- **Employee Exit and Transfer Form** and
- **ePAF.**

These forms should be completed and submitted electronically at least two (2) weeks before the employee's Last Working Date or as soon as reasonably possible.

All exiting and transferring employees are offered an opportunity to complete an employee exit survey and have an exit interview with Human Resources. The purpose is to seek information from the employee as to their experience with the organization and to identify possible areas for improvement.

Any termination of the employment relationship, whether voluntary or involuntary, must be treated in a confidential, professional manner by all concerned.



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Procedures:

UMass Boston uses an electronic Employee Exit & Transfer Form to facilitate notification to key offices that an employee will terminate from UMass Boston or transfer to another UMass Boston department. This electronic form is available on the HR and Administration & Finance (A&F) websites. https://www.umb.edu/hr/forms_instructions

The exit form is issued to key UMB offices which include: Office of Budget and Financial Planning, Bursar's Office, Campus Center Operations, Access Control, CAPS, CNHS, Controller's Office, CSR, ELC, Emergency Management, Facilities, Healey Library, Human Resources, Institute for Community Inclusion, IT Application Services, IT Communication & Infrastructure, MGS- Deans Office, Office of Research and Sponsored Programs, Parking, Procurement, Property, Office of the Provost, Publications, Receiving, Registrar's Office, Space & Planning, Office of VCAF and IT Service Desk.

The Department head or employee's supervisor completes the form and issues the form electronically at least two (2) weeks prior to the employee's Last Working Date or as soon as reasonably possible.

Using their internal business process, the key offices respond to the department head or supervisor by email within 2 (two) business days with a copy to the employee identifying property, keys, system access, financial obligations, etc. of the employee.

The department head or supervisor collects all property and informs the employee that system access will be removed on the Last Working Date and requests receipts for any outstanding financial obligations, if applicable.

Once the Employee Exit & Transfer Form is submitted, the Employee Exit Survey is emailed to the employee and the employee is encouraged to complete it. The employee may sign the survey or remain anonymous. The employee may also request an exit interview with a member of the HR staff as part of the survey. The completed survey will update other employee survey results in HR.

The Department Head or supervisor must confirm the employee has the following items and collect before the Last Working Date:

- Office/Department keys
- Mobile device,
- Computer and/or laptop,
- University Procard,
- University ID,



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- Uniforms (if applicable),
- Key Access card,
- UMass Boston Business Cards

- Deactivation of university security access to systems including but not limited to:
 - PeopleSoft, Financial Systems, WISER,
 - Shared groups and/or personal drives,
 - WebCT Access,
 - Records Retention Custodian Role,
 - ServiceNow

Email Accounts will be deactivated when the employee terminates. There is a 30 day disabled period where the “Out of Office” notification works. Please ensure there is a message informing the sender that the employee no longer works at UMass Boston and include the name of the person they can follow up with, as appropriate.

- Excluding transfers within UMass Boston and UMass Boston retirees

- Plan for knowledge, skills and documentation transfer:
 - Remove/cancel access to department database(s),
 - Hand-off documentation & on-going projects,
 - Secure confidential materials,
 - Change voicemail and email message.

The Department head or supervisor **must inform** the employee to contact following prior to the employee’s Last Working Date:

- Controller’s Office to clear any outstanding travel issues and other outstanding bills,
- Parking & Transportation regarding Parking Pass,
- Return all library books and materials to the Library,
- Human Resources to:
 - Update and/or leave contact information,
 - Update insurance conversion and/or benefits continuation,
 - Cancel or update Direct Deposit.

For purposes of continuity, if the departing employee is a supervisor, the department head or supervisor should provide the name, email and telephone number of the individual who will assume responsibility of the previous incumbent direct reports time and attendance approval.

NOTE: When transferring to another department within UMass Boston, the new



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department head or supervisor must initiate an ePAF and all requests for new equipment, keys, and security access.

There are two bi-weekly confirmation reports issued to key offices by Human Resources after the electronic Personnel Action Form (ePAF) has been executed and processed:

- Employee Termination Report, and
- Employee Transfer Report.

The purpose of these reports is a confirmation to key offices on the campus that an employee either terminated employment or transferred to a different department/job on campus. Key offices should confirm that all equipment, keys, system access and financial obligations have been satisfied.

Employees will be paid all salary earned through the last date on payroll, including any accrued vacation hours as provided by union contract, personnel policies or non-unit personnel policies.

Oversight Department:

Human Resources

Responsible Party within Department:

Assistant Vice Chancellor for Human Resources

Monitoring:

Human Resources compares the Employee Termination and Transfer Reports with the Employee Exit & Transfer Forms and follows up on any missing documents.

Human Resources prepares a quarterly report summarizing exiting employee comments from the survey and issues to the Vice Chancellor of Administration and Finance.

Authority:

University of Massachusetts Boston Internal Control Plan 2015

https://www.umb.edu/editor_uploads/images/af_controller/policies/Internal_Control_Plan_6_2015.pdf



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Related Documents:

Employee Exit & Transfer Form and Instructions

https://www.umb.edu/hr/forms_instructions

Employee Exit Survey