PROCEDURE LIT.4.04.08
EMPLOYEE SEPARATION

SCOPE: Faculty and Staff

1. Human Resources will notify Property Management upon learning of an employee's pending separation.

2. The Property Manager will request the employee's supervisor to ensure all property is accounted for.

    2.1. The Property Manager will provide the supervisor with a list of all assets assigned to the separating employee.

3. An exit interview and checklist will be completed by each separating employee with Human Resources.

    3.1. All Lamar Institute of Technology property must be returned by the employee's last day of employment.

    3.2. Any items not turned in will be reported.

        3.2.1. A criminal complaint may be filed against the individual.
        3.2.2. The value of the item(s) may be withheld from their paycheck or reported to the state.

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents: Missing and Stolen Property Report

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
Adopted: November 2026
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