



UNIVERSITY
of ARKANSAS
AT PINE BLUFF
1873

Date: October 24, 2019

To: All UAPB Employees

From: LaTisha D. Smith, Assistant Director of Human Resources

Subject: **Effective Immediately: Change in Termination Checklist Policy 13.3**

As we continue to grow and change as an institution; so will our policies and guidelines. Below you will find the amended changes to the Termination Checklist Policy 13.3, effective immediately. The terminated employees will no longer go from office to office to gain signatures for clearance, upon termination they will submit all UAPB property to their current supervisor. Please eliminate the use of the previous termination checklist and use the one attached and it also available on under Administrative Forms and HR Forms on uapb.edu.

Termination Checklist Policy 13.3

When an employee leaves employment via termination, resignation or change of department, the employee must return assigned keys, badges, library books, uniforms, computers, cell phones and any procurement or credit cards to their current supervisor. Once the employee is cleared by the supervisor their final pay will be released or they will be released to their new department if it's an internal job change.

Please review the updated policy and other University policies and procedures in the attached link for our [Employee Handbook](#) . Look for more HR updates and training in the upcoming weeks!

If you have any questions or issues please email me at smithld@uapb.edu.

Thank you.

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