

ID Badge Procedure for Separating Employees

(ID badge is not returned to the Office of Human Resources (OHR))

In compliance with Administrative Guide 4.5.16, Employee Separation Policy, terminating employees, voluntarily or involuntarily, are responsible for returning company property in their possession, and remit payment for all outstanding fines or debts prior to separation.

VOLUNTARY TERMINATIONS:

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, intent to retire, or through job abandonment.

The employee is responsible for turning in their ID badge to OHR, or **there will be a \$25**. The ID badge can be mailed or dropped off to the office location below. The office hours are Monday – Friday, 7:30 a.m. – 4:30 p.m. The ID badge must be returned as soon as possible, but within **14 calendar days** after termination date.

**Office of Human Resources
4301 West Markham, # 564
Central Building, 4C
Little Rock, Arkansas 72205**

INVOLUNTARY TERMINATIONS:

An involuntary termination of employment is a management-initiated dismissal with or without cause, through reorganization, reduction in force or as an at-will employer.

Manager, supervisor or designee is responsible for returning ID badge to the OHR. The ID badge must be returned within **14 calendar days** after termination date to the address above.

- **If the supervisor or designee fails to return the ID badge to OHR upon receipt, the terminated employee will incur a \$25 fee.**

Per Administrative Guide 4.5.16, Employee Separation Policy, ***should final pay or terminal vacation balance be insufficient to cover their owed fines; such arrears will be owed to UAMS. Such arrears may be collected upon a rehire to the University of Arkansas system.***

Violations of Administrative Guide Policy 4.5.16, Employee Separation, will result in disciplinary action in accordance with Administrative Guide Policy 4.4.02, Employee Discipline Policy.

Asset Valuation Procedure for Separating Employees

(Department equipment is not returned by termination date)

In compliance with Administrative Guide 4.5.16, Employee Separation Policy, terminating employees, voluntarily or involuntarily, are responsible for returning company property in their possession and remit payment for all outstanding fines or debts prior to separation.

Note: This action is performed **WHEN** the company property is **not received 14 calendar days after termination date**. Prior to advancing to the asset valuation procedure, the manager, supervisor or designee must notify Employee Relations by emailing employeerelations@uams.edu to assist with facilitating a **notification letter** to the terminated employee regarding the return of company property. The manager, supervisor or designee is responsible for the method of communication (emailing and postal mail) to the terminated employee.

Terminated employee **will have 7 calendar days from the date notification letter is emailed to return company property before the start of asset valuation process.**

REQUIRED ASSET VALUATION PROCESS:

1. On the **22nd calendar day** after the termination date, if terminated employee fails to return UAMS property, manager, supervisor or designee will contact Property Manager in Finance Supply Chain at (501) 686-8623 or PropertyServices@uams.edu to begin the asset valuation process.
2. The supervisor or designee will initiate the process by submitting an **Unreturned Property Asset Valuation Request Form** to Property Manager (or designee) with a list of the unreturned property, asset ID numbers, quantity missing, and the original cost for each asset.
3. Property Manager (or designee) will note the **fair market values** for the unreturned property on the **Unreturned Property Asset Valuation Request Form**, provide completion date, sign for and return to the manager, supervisor or designee.
4. Manager, supervisor or designee will **add the GL Fund and Cost Center information** to the **Unreturned Property Asset Valuation Request Form**, sign, and email to Payroll@uams.edu for processing.
5. **Payroll will deduct the total cost from the terminated employee's final vacation payout.** If the amount owed is greater than available leave payout, the remaining balance will go into arrears.

Per Administrative Guide 4.5.16, Employee Separation Policy, ***should final pay or terminal vacation balance be insufficient to cover their owed fines; such arrears will be owed to UAMS. Such arrears may be collected upon a rehire to the University of Arkansas system.***

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Procedure for ID Badge Collection and Asset Valuation

