

Employee Relations Tips!

Employee Separation Process

Department managers, supervisors, or designees must complete the employee separation process in the payroll system in a timely manner. This is to ensure UAMS is compliant in accordance with [Administrative Guide 4.5.16, Employee Separation Policy](#). This entails ensuring all UAMS property is returned (including id badges) relative to voluntary or involuntary employee terminations. Should the employee fail to return these items, deductions may be made from the employee's final paycheck to cover the assessed value of equipment and other fees.

<https://hr.uams.edu/employee-relations/employee-relations-information/#Employee-Separation>

If the employee fails to notify OHR or the separation is involuntary, the direct supervisor or designee is responsible for notifying OHR by completing the appropriate electronic form in Manager Self Service **no later than 5 business days** following the Termination Date.

The manager, supervisor, or designee who initiates the HR Action is responsible for completing the separation form. **The entire separation clearance process must be completed no later than 30 calendar days following the Termination date.**

Complaint Reporting

UAMS is committed to providing a workplace environment that emphasizes the dignity and worth of every member of its community. The ability of UAMS to meet its mission will increasingly depend on, and be strengthened by, incorporating constructive diversity and inclusion in its employees and students. **i-safe is an *all-inclusive* incident reporting system that provides a confidential, safe way to report incidents involving sexual harassment or gender discrimination, discrimination or discriminatory harassment, and professional misconduct.**

<https://apps.uams.edu/i-safe/default.aspx>

Employees are encouraged to address **general** concerns with their immediate supervisor first. If the matter remains unresolved, going up the chain of command should be the next step. **Incidents related to Title VII or IX must always be brought to the attention of Employee Relations.**