

Texas A&M AgriLife Research Procedures

21.99.99.A0.02 | Employee Separations

Revised: June 4, 2018

Next Scheduled Review: June 4, 2023

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PROCEDURE STATEMENT

The unit head is responsible for ensuring that all Texas A&M AgriLife Research (AgriLife Research) property is obtained from terminating employees, and that access to all computer networks, information/computer resources, and buildings have been removed.

REASON FOR PROCEDURE

This procedure establishes the guidelines for ensuring property issued to an employee is returned, and that access to information technology (IT) resources is removed for individuals terminating employment with AgriLife Research.

PROCEDURES AND RESPONSIBILITIES

- 1.0 Units must keep accurate records of all property, including items such as keys, credit cards, and computers, which are issued to and returned from AgriLife Research employees. In addition, units must keep records of all access provided to employees, including special key cards, network, email accounts, and access to other computer-based systems.
- 2.0 Removal of access to IT resources must be in accordance with AgriLife Research Procedure 29.01.99.A0.05, *Information Technology Account Management Procedures*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[AgriLife Research Procedure 29.01.99.A0.05](#), *Information Technology Account Management*

CONTACT OFFICE

For questions on property management issues, contact the AgriLife Office of Property and Fleet Management at 979-845-4791.

For questions on IT issues, contact AgriLife IT at 979-845-9689.

For other questions concerning this procedure, contact AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: September 6, 1999

Revised: April 11, 2008

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