

## Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

21.99.99.V0.02 | Employee Separations

Approved: January 11, 2023

Next Scheduled Review: January 11, 2028



[Click to View Revision History](#)

---

### PROCEDURE SUMMARY

---

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

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 TVMDL.

---

### 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 TVMDL 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 TVMDL Procedure *29.01.99.V0.05, Information Technology Account Management Procedures – TVMDL*.

---

### RELATED STATUTES, POLICIES, OR REQUIREMENTS

---

[TVMDL Procedure 29.01.99.V0.05, Information Technology Account Management Procedures – TVMDL](#)

---

### CONTACT OFFICE

---

Questions about property management issues should be referred to the AgriLife Property and Fleet Management Office at 979-314-0951. Questions about IT issues should be referred to AgriLife IT at 979-845-9689. Other questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.

---

### REVISION HISTORY

---

Approved: January 11, 2023

Next Scheduled Review: January 11, 2028