

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 70.19, **Separation Checkout Process and Exit Interview**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish separation checkout procedures and exit interview process which are required for staff and faculty employees separating from employment with TTUHSC. This does not apply to an employee transfer within TTUHSC,

**REVIEW:** This HSC OP will be reviewed on November 1 of each odd-numbered year. The review process will include a review of the separation checkout form and obtain an official signature.

c. The separating employee will return the completed form to the Human Resources Department.

### 3. **Exit Interview Process.**

a. **General.** Staff and faculty employees will receive an email notification to access the online Exit Interview. However, an employee may also access the form at <https://hscweb.ttuhscc.edu/human-resources/exit-interview>.

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4. **Right to Change Policy.**

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.