

Facilities Management Operating Policies and Procedures Manual

Effective Date: 01-19-09

Policy Number: 07-17-003 R2

Section: Facilities and Services

Subject: Check Out Procedure

Purpose:

Assist directors, supervisors and staff with an understanding of check out procedures at retirement or termination.

General Policies:

1. After verifying an employee is or will be terminated from Facilities Management the appropriate director/designee should email the employee's full name, date of termination, and rehiring status to the following staff, notifying them of pending and/or the processing of the employee termination:
 - Accounting Technician in FM Business Department
 - Personnel Assistant
 - FM Human Resource Representative
 - Appropriate Department Director
 - Appropriate Department Secretary
2. Every employee who voluntarily resigns from Facilities Management must complete the "Resignation Notice Form", which is signed by the employee and forwarded to the FM Personnel Assistant.
3. Facilities Management employees must check in all ASU Facilities Management issued equipment and material prior to being allowed to receive their final paycheck.
4. The "FM Director's Check List for Terminating Employees" should be completed by director/designee either by securing departmental equipment or having designated departmental staff verify equipment and tools have been returned.
5. The following are ASU issued items to be returned: (if applicable)
 - ASU ID
 - FACILITES MANAGEMENT UNIFORMS:
 - ASU KEYS
 - TOOL AND TRUCK STOCK INVENTORY
 - ANY SPECIAL ASSIGNED EQUIPMENT
 - ASU CELL PHONE
 - ASU LAPTOP/ PDA

- ASU PURCHASE CARD (P-CARD)
6. The **ASU ID** should be secured by director/designee then shredded and destroyed. Retiring employees in good standing may request to keep their ASU ID and/or ASU email accounts
 - Retirees requesting the possession of their email accounts must complete a 'Retiree Email Account Form' and forward or fax to IT Services.
 7. **ASU FM Uniforms** should be turned in to the FM Uniform Administration Authority.
 8. **ASU Keys** issued should be returned to the FM Key Administrator (**FM Room 132**)
 9. **Tool and truck stock** should be secured by the director/designee for future issue or returned to warehouse and/or tool room.
 10. ASU **Cell phones** should be secured by the director/designee.
 11. **Laptops** and **PDA's** should be returned to the FAMIS Administrator.
 12. ASU **Purchase Cards** should be secured by the director/designee. The employee, supervisor and P-card department liaison should review transactions for final billing and verification of charges prior to closing the cardholder's account.
 13. Once all ASU issued items have been collected and returned, the director/designee and the employee will sign the "FM Director's Check List for Terminating Employees" form. A signed copy will be turned in to the Accounting Technician in the FM Business Office.
 14. The Accounting Technician in the Business Department will initiate the check out form through the ASU work flow system. This form will electronically route through email to the appropriate departmental approvers as well as the employee and his/her supervisor. The department approvers are located in the Library, University Accounts, Athletics, Procurement/Travel and Facilities Management.
 15. If any one of the above ASU departments disapproves the check out form, an email will electronically generate and be sent to the Accounting Technician and the employee. The email will include the disapproving department and an explanation of why the form was disapproved. Once the employee and supervisor have made the requested corrections, the employee should notify the Business Accounting Technician of actions taken and request the Accounting Technician to resubmit the form.
 16. Once all ASU department approvers have approved the employee check out form, a final email confirming that the check out process has been complete will be sent to the employee, Payroll, Human Resources, IT Services, Admissions and the FM Accounting Technician as well as any other personnel involved in the termination process.