



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/1/98**

**REVISION  
1**

**PAGE  
D10-130.0**

SUBJECT

**TERMINATION**

SUB-TOPIC

**TRANSFER TO ANOTHER STATE AGENCY**

An employee who is transferring from UTD to another state agency must comply with all policies applying to termination including the check-out procedure and completion of the "Employee Separation Form" (Exhibit D8). Appropriate administrative officers must comply with the procedures outlined in "Checkout Procedure", this Section.

The Human Resources Office will insure all appropriate employee records are forwarded to the gaining state agency, including accrued benefits of the transferring employee.