



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

TERMINATION

SUB-TOPIC
GENERAL POLICY

Any non-teaching employee may terminate or be terminated from employment with UTD in one of the following ways:

1. resignation,
2. transfer to another State agency,
3. retirement,
4. layoff, or
5. discharge.

Discharge is covered under the subject "Discipline", this Section, and should be referred to regarding specific information. Retirement is covered under the subject "Retirement Plans", this Section, and should be referred to regarding specific information.

Regardless of the method or reasons for termination, the "Employee Separation" form (see Exhibit D8) should be completed by the terminating employee and his/her supervisor prior to the date of termination. These forms are available in each administrative unit and provided by the Human Resources Office. Instructions for completing this form are included on its reverse side. The supervisor should distribute copies as indicated on the form.