

**EASTERN MICHIGAN**  
U N I V E R S I T Y™

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section</b>	<b>Subject</b>	<b>Effective date</b>	<b>Procedure Number</b>
<b>Administration</b>	<b>Employee Exit</b>	<b>May 30, 2013</b>	<b>A-33</b>

**Purpose**

The purpose of this procedure is to outline the specific procedure that is required to be followed whenever employees cease employment with the Physical Plant. This includes the termination of employment through resignation, retirement, the completion of contract employment, temporary, or dismissal.

**Procedure**

1. Prompt notice is required to ensure that all access to Information Technology (IT) Systems is revoked and the security departmental systems and hardware are protected.
2. Upon notification of an employee's departure, the immediate supervisor should:
  - 2.1 Print out the Eastern Michigan University Separation Checklist located at <http://www.emich.edu/hr/hrforms/forms/separationchklist.pdf>
  - 2.2 Send an email to [mdiacov@emich.edu](mailto:mdiacov@emich.edu) stating the employee's full name and last day of employment.
  - 2.3 On or before the last day of employment, submit a copy of the signed form to Mike DiIacovo.

Authorized by:

---

Scott Storrar  
Director, Facilities Planning and Construction

---

Dieter Otto  
Director of Custodial, Grounds, Motor Pool, and Waste Management

---

Bilal Sarsour  
Director of Facilities Maintenance

---

John Donegan  
Chief of Operations