

# PROPERTY RETURN PROCEDURE

## WORKFLOW

Houston Community College employees who voluntarily terminate due to retirement or resignation or who are terminated due to dismissal or layoff from HCC; shall be responsible for returning all controlled property. The Supervisor of the employee must review the Request to Check-out Property Form and complete the Employee Exit Check list for all faculty and staff members prior to the employee ending employment (only in the cases where the employee is not actively working onsite, will the supervisor be excused from reviewing the Request for Check-out of Property Form and completing the Employee Exit Check List.

Thus, the supervisor is responsible for completing a Request for Check-Out Property Form prior to loaning controlled property and is responsible for securing the loaned property prior to the employee's last day of work. If the employee fails to return property prior to the employee's last day of work because either the employee or the supervisor failed to follow the property check-out and property return processes, the following business process steps must be taken:

## PROCESS

### Function/Task:

Notify an employee to return the property after being self-terminated (retirement or resignation)

### Performance Standard:

On as needed basis

### Documentation Required:

Request for Check-out of Property Form

Demand Letter – The responsibility to secure the property belongs to the supervisor not to HR

RESPONSIBILITY	ACTION
SUPERVISOR	<ul style="list-style-type: none"><li>Initially, notify the employee in writing or by telephone. If there is non-compliance by the employee within (5) business days, the supervisor will notify the Sr. HR Generalist and provide a copy of their notification attempt, including a listing of the property assigned to the employee.</li></ul>
SR HR GENERALIST	<ul style="list-style-type: none"><li>Will attempt to contact the employee by phone for the purpose of requesting the return of the property within ( 3 ) business days. Failure to receive the property within the specified time period, the Generalist will proceed in requesting that a certified property Demand Letter be forwarded to the employee from the Human Resources–Employee Relations Office.</li></ul>
HR DIRECTOR	<ul style="list-style-type: none"><li>The Employee Relations HR Director will prepare and forward the property Demand Letter stating that the individual has ( 2 ) business days to make arrangements to return the property to the Human Resources Department; otherwise their actions will be considered a matter of theft and law enforcement may be contacted</li></ul>
EMPLOYEE	<ul style="list-style-type: none"><li>Upon receipt of the phone call and/or the demand letter, the employee must contact HR-Employee Relations and make arrangements (agreeable to HR) to have the property returned. The employee will be advised verbally and in writing that <u>failure to return college property may be construed as theft and the appropriate legal action may be taken if the property is not returned on demand.</u></li></ul>
HCC POLICE	<ul style="list-style-type: none"><li>Upon notice from the Human Resources Department, the Police Department will be provided authorization to take the necessary steps to secure the property. Once secured the Police Department will advise HR and advise and deliver the property to the Business Services, Finance &amp; Administration Department. (For discussion)</li></ul>