Human Resources | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-2284 (fax)

SEPARATION/CLEARANCE FROM EMPLOYMENT GUIDELINE

DATE: February 2009

I. PURPOSE / DESCRIPTION

An Employee Clearance Form is required for every separating employee to ensure the return of all state-owned items such as credit cards, keys, state records, and equipment; access to state systems has been canceled and that all travel and salary advances have been paid (cleared) prior to the issuance of final separation pay . Departments may be responsible for costs associated with the failure to secure university property and resources upon separation of an employee.

Faculty and staff who are separating from employment, retiring and/or returning as a retired annuitant must complete the separation /clearance process by the last day of employment. Faculty and staff who are transferring from one department to another or going on an extended leave of absence without pay shall complete the separation/clearance process by the last day of work in their department.

Faculty members participating in the Faculty Early Retirement Program (FERP) Lecturers, Teaching Associates (TA's) and Graduate Assistants (GA's) whose appointments are continued from semester to semester do not normally go through clearance procedures until final separation from the University.

Employees providing at least 72 hours advance notice of their intent to resign or retire will receive their final separation payment on their last day of employment. Employees who resign or retire with no advance notice will be provided their final separation payment no later than 72 hours after their last day of employment.

II. PROCESS

A. EMPLOYEE RESPONSIBILITY

1. The employee will provide written notification of his/her intent to resign or retire from the University to their immediate supervisor. Two weeks' notice of resignation is considered appropriate whenever possible. The notice is helpful because it allows the department to work with payroll in order to have a timely final separation payment.

2. Enter time and attendance in Absence Management for manager approval. Important: Employees final separation payment will not be calculated until absences are entered and approved in Absence Management.

3. Complete the Employee Clearance Form by the last day of employment with the University.

4. Schedule an exit conference with your personnel services representative. A completed employee clearance form is required at the time of the exit conference.

Human Resources | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-2284 (fax)

B. DEPARTMENT RESPONSIBILITY

The appropriate administrator will:

1. Contact their personnel services representative as soon as an employee has provided notice of his/her intent to resign. For all faculty, please contact the Office of Faculty Affairs at 924-2450.

2. Provide the employee with a copy of this policy Separation/Clearance Process and initiate the Employee Clearance Form ensuring all department obligations are met before the employee's exit conference.

3. Submit a completed Employee Profile, and resignation letter to your personnel services representative as soon as the employee has provided notice of his/her intent to resign. Faculty resignation letter and employee profile must be routed through the Dean's office to the Office of Faculty Affairs.

4. Enter and approve the separating employee's time and attendance in Absence Management

C. HUMAN RESOURCES RESPONSIBILITY

At the time of your scheduled exit conference your personnel services representative will finalize the clearance process by collecting your completed clearance form and provide the following information:

1. Retirement information and forms
2. W2 address verification
3. Final separation payment
4. Instructions for online exit survey
5. Exit Conference

Faculty: Please contact the Office of Faculty Affairs at 924-2450 to obtain appropriate documents for the exit interview.

III. ATTACHMENTS

Employee Clearance Form