



A clearance form is required for all employees impacted by the layoff, including any employee who receives notification of reassignment. Employees are required to return all university property such as electronic devices, laptop computers, cell phones, credit cards, building access cards, keys and equipment prior to the release of final separation pay. Departments are responsible for costs associated with the failure to secure university property and resources upon separation of an employee.

<b>Employee Data</b>	
Employee Name: _____	Employee ID: _____
Department/College: _____	Last day of employment: _____
Divison: _____	
Type of Clearance:	<input type="checkbox"/> Reassigned (*not required to clear from the Library or University Police or complete Confidentiality Reminder) <input type="checkbox"/> Separation

<b>University Clearance</b> - Department manager is responsible for ensuring the employee is cleared from all outstanding							
Employees are responsible for clearing any outstanding campus obligations such as library fines, traffic and parking							
MLK Library 808-2326	<input type="checkbox"/> Library fines	Applicable to you? <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Print Name: _____</td><td style="width:20%;">Date Cleared: _____</td></tr> <tr><td colspan="2">Signature: _____</td></tr> </table>	Print Name: _____	Date Cleared: _____	Signature: _____	
Print Name: _____	Date Cleared: _____						
Signature: _____							
Lock Shop 924-7100	<input type="checkbox"/> Building Access Card <input type="checkbox"/> Keys	Applicable to you? <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Print Name: _____</td><td style="width:20%;">Date Cleared: _____</td></tr> <tr><td colspan="2">Signature: _____</td></tr> </table>	Print Name: _____	Date Cleared: _____	Signature: _____	
Print Name: _____	Date Cleared: _____						
Signature: _____							
University Police 924-6557	<input type="checkbox"/> Citations <input type="checkbox"/> Parking permit	Applicable to you? <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Print Name: _____</td><td style="width:20%;">Date Cleared: _____</td></tr> <tr><td colspan="2">Signature: _____</td></tr> </table>	Print Name: _____	Date Cleared: _____	Signature: _____	
Print Name: _____	Date Cleared: _____						
Signature: _____							

<b>Department Clearance</b> - Department manager is responsible for ensuring that all department property is returned.						
Department Clearance	<input type="checkbox"/> Laptop Computer <input type="checkbox"/> Cell Phone <input type="checkbox"/> Credit Cards <input type="checkbox"/> Confidentiality Reminder	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:80%;">Print Name: _____</td><td style="width:20%;">Date Cleared: _____</td></tr> <tr><td colspan="2">Signature: _____</td></tr> </table>	Print Name: _____	Date Cleared: _____	Signature: _____	
Print Name: _____	Date Cleared: _____					
Signature: _____						

Upon separation, I understand that I have an ongoing responsibility to maintain the confidentiality of any student and/or employee information to which I may have had access to during my employment at the university.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_