

I. PURPOSE / DESCRIPTION

All employees impacted by the layoff, including any employee who receives notification of reassignment must complete the clearance process. The clearance process ensures the return of all state-owned items such as electronic devices, laptop computers, cell phones, credit cards, building access cards, keys and any other department issued equipment and must be completed prior to the release of final separation pay.

Managers are responsible for coordinating the clearance process and for conducting the separating employee's exit conference on the last day of employment. Departments are responsible for any costs associated with the failure to secure all University property and resources at the time of final clearance.

Losing an employee due to layoff is never easy. However, when management, employees and Human Resources coordinate in a joint effort, the transition can be smooth assuring employees separate in a professional and respectful manner. Remember to be patient and that everyone responds differently. If you have reason to be concerned that the employee may react in a disruptive manner, please contact Human Resources at 408 924-2250 or UPD at 408 924-2222 for emergency assistance.

II. CLEARANCE PROCESS

A. EMPLOYEE RESPONSIBILITY

1. Return of all university owned property and any department issued items.
2. Report unscheduled absences that occur between June 16 and June 30 to your manager. Absences cannot be entered in Absence Management after June 15.
3. Return of building access cards and office keys to the Lock Shop. Employee is responsible for paying any lost key fees at the Bursar's office before the Lock Shop can sign off the clearance form.
4. Attend final exit conference with your manager on June 30 (separating employees only). Final separation pay as well as other required documents will be provided at the time of the exit conference.

Note: Payroll will cancel Direct Deposit of all separating employees. Employees being re-assigned will receive their June pay warrant in their new department on the regular scheduled payday, July 1.

B. MANAGER RESPONSIBILITY - All clearance forms must be completed no later than June 29.

1. Review and share this guideline with employees who are separating and/or being reassigned in order to plan and prepare for their last day and final clearance.
2. Report any unscheduled employee absences (daily) that occur between June 16 and June 30 to your Employee Support Services Supervisor via email (separating employees only). Managers cannot approve absences in Absence Management after June 15.
3. Approve time in absence management for re-assigned employees by the end of June.
4. Deliver all clearance forms to Human Resources on June 30. Employee final separation pay will be released upon receipt of a completed clearance form.
5. Conduct the separating employee's exit conference after the employee has packed up all personal belongings and has cleared their work area.

6. Contact your Employee Support Services Supervisor in Human Resources if the employee is unavailable to meet on June 30. Human Resources will arrange to have any final separation pay and required employment documents mailed to the employee. Managers are responsible for ensuring that the employee's personal belongings are inventoried and mailed to the employee's home address.

C. HUMAN RESOURCES RESPONSIBILITY

1. Communicate designated time for managers to deliver completed clearance forms to Human Resources on June 30.
2. Provide managers with a listing of any outstanding library fines or checked out materials, outstanding traffic and/or parking citations as well as all keys issued to the employee to assist with the clearance process.
3. Release employee's final separation pay to managers on June 30 at Human Resources, UPD bldg. 3rd floor. **Important:** Final separation pay will not be released until the clearance form has been completed.
4. Arrange to mail final separation pay to employee's home address if unavailable to meet on their last day.
5. Coordinate with CMS and UCAT to terminate separating employees' access to any systems (PeopleSoft HR, Finance, Web Component, email). Re-assigned employees will have their current authorized PeopleSoft/system privileges cancelled, excluding PeopleSoft self-service. New authorizations are the responsibility of the employee's new manager.

III. ATTACHMENTS

[Separation from Employment/Re-assignment Clearance Checklist for Managers](#)
[Separation from Employment/Re-assignment Clearance Form](#)