

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 5.03

TITLE: CLEARANCE PROCESS

LEGAL AUTHORITY: FLORIDA STATUTES: 1001.64, 1001.65

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE
SERVICES/HUMAN RESOURCES

The president is authorized to develop procedures to ensure that terminating employees meet any and all obligations to the College prior to the employee's departure.

HISTORY: Last Reviewed 9/10/19

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12, 9/10/19

Revised: 1/22/02