

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5030

TITLE: STAFF AND FACULTY SEPARATION

BASED ON POLICY: 5.03 CLEARANCE PROCESS

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

I. Purpose:

To ensure proper accounting for all College property and to facilitate the orderly release of all employees, including hourly paid employees, at the time of separation from South Florida State College

II. Procedure:

- A. Each full-time employee and part-time career employee is responsible for obtaining final clearance from the Office of Human Resources when separating from the College. Final clearance is obtained for all employees by completing the separation clearance form, final timesheet (if applicable), and meeting all obligations to the College.
- B. Prior to obtaining the final paycheck, an employee must satisfy any financial obligations and return any College property or the value of such may be deducted from the final paycheck.
- C. The director, human resources or designee will obtain the forwarding address of the full-time employee being separated and annotate it on the checklist.
- D. The immediate supervisor will obtain the forwarding address of the part-time employee being separated and annotate it on the checklist.
- E. The completed clearance form will be placed in the individual's personnel folder.
- F. Individuals separated by the College will have the checklist completed by the supervisor or director for inclusion in the personnel file.

HISTORY: Last Revised: 10/6/20

Adopted: 5/17/85

Reviewed: -

Revised: 12/4/01, 6/1/05, 9/10/19, 10/6/20