

**PRAIRIE VIEW A&M UNIVERSITY |  
ADMINISTRATIVE PROCEDURES**

**33.99.99. P0.01 Employee Clearance from the University**

Issued May 15, 1998

Revised (August 19, 2011)

Current Revision (December 16, 2011)

Next Scheduled Review (December 2012)

**1. PURPOSE**

- 1.1 The purpose of the Clearance Policy is to outline the procedures involved when staff and faculty members (including Graduate Assistants) leave employment at the University voluntarily or involuntarily.

**2. DEFINITIONS**

- 2.1 **Involuntary Termination** is a severance from employment initiated by the University. An involuntary termination may include the employer's failure to renew a contract at the time the contract expires.

- 2.2 **Voluntary Termination** is a severance from employment initiated by the employee. Voluntary termination may include employee retirement and resignation.

**3. PROCEDURES**

All employees and supervisors should adhere to the following procedure when processing an employee's clearance from the University:

3.1 Voluntary Terminations

- 3.1.1 The employee submits a letter of retirement or resignation to his/her immediate supervisor.
- 3.1.1.1 In cases of retirement, the supervisor contacts the Office of Human Resources within three (3) business day to determine the employee's eligibility for retirement and informs the employee of his/her eligibility.
- 3.1.2 The supervisor provides the employee with a letter accepting the notification of retirement or resignation within five (5) business days.
- 3.1.3 The employee will meet with his/her immediate supervisor to discuss his/her last day within the department.
- 3.1.4 The department creates and submits an Employee Payroll Action (EPA) document separating the employee from the position effective the last day of employment. The retirement or resignation letter as well as the acceptance letter should be attached to the EPA.

- 3.1.5 The employee completes the top portion of the employee Clearance Form and returns the form with a copy of their retirement or resignation letter to the Office of Human Resources. (Links to all applicable forms are included below).
- 3.1.6 The employee will contact the Office of Human Resources five (5) business days prior to his/her last day to schedule an exit interview.
- 3.1.7 On the employee's last day he/she will turn in all keys, uniform(s) and any other items that belong to his/her department to the University.
- 3.1.8 On the scheduled exit interview date, the employee will come to the Office of Human Resources located in Harrington Science, Room 109 to complete the exit process.

### 3.2 Involuntary Terminations

- 3.2.1 Departments wishing to terminate an employee should forward the termination notice to be issued to the Office of Human Resources to be reviewed. An employee may not be terminated until notice has been reviewed and approved by the Office of Human Resources.
- 3.2.2 Once the Office of Human Resources informs the department they can notify the employee of intent to terminate the procedure will follow the above steps beginning with 3.1.3.

### Clearance Form

[Prairie View A&M Employee Clearance Form](#)

**Contact Office:** The Office of Human Resources, 936-261-1730