

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

33.99.99.P0.02 Employee Clearance from the University Voluntary and Involuntary

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1. Purpose

To define the University's procedures for administering the clearance process for employees leaving the University.

2. General Responsibilities

The Employee Benefits Associate (Central leave Coordinator) in the Office of Human Resources is responsible for clearing individuals and in his/her absence the Employee Benefits Associate (Benefits Coordinator) conducts the clearing process for individuals leaving the University. The following departments are responsible for clearing employees from their respected areas and notifying the Employee Benefits Associate (Central Leave Coordinator): Office of Financial Administration, Financial Services, Telecommunications, Information Technology Services, Auxiliary Services, Travel Office, Office of Procurement, Contracts and Reconciliations, Institutional Research and John B. Coleman Library.

3. Policy

All employees (including graduate assistants) ending their employment with Prairie View A&M University or transferring to another department within the University must undergo a clearance process with the Office of Human Resources prior to their departure date. The employee clearance process is designed to ensure that University property and any outstanding debts owed to the University are cleared prior to the employee's departure. If an employee departs without completing the clearance process the University may take appropriate steps to ensure the safe return of property and/or collection of any outstanding debts at the time of the employee's departure.

4. Procedures

- 4.1 The employee submits a letter of resignation or retirement to their immediate supervisor.
- 4.2 The employee completes the top portion of the employee Clearance Form and returns the form to the Office of Human Resources along with a copy of their retirement or resignation letter.
- 4.3 If termination is involuntary, the Office of Human Resources must review the termination notice **prior** to the supervisor issuing the notice to the employee. An employee may **NOT** be terminated until the notice has been reviewed by the Office of Human Resources.
- 4.4 Once the termination notice has been approved by the Office of Human Resources, the supervisor must notify the employee of the intent to terminate by issuing the notification.

- 4.5 The department forwards the employee's letter of resignation/retirement, the supervisor's acceptance of notification letter, and an Employment Personnel Action (EPA) terminating the employee from the position and payroll.
- 4.6 The employee contacts the Office of Human Resources to schedule a clearance meeting.
- 4.7 If the employee does not schedule a clearance meeting the employee cannot successfully clear from the University.
- 4.8 The Employee Benefits Associate sends an email to the appropriate departments to ensure the employee has successfully cleared the departments.
- 4.9 Each of the departments contacted responds generally within 2 business days to clearanceteam@pvamu.edu in the Office of Human Resources.
- 4.10 The Employee Benefits Associate will sign on behalf of all departments based on the clearances received, thereby clearing the employee from the University.
- 4.11 The Employee Benefits Associate reconciles the Clearance Form with the final approved EPA terminating the employee from the University.
- 4.12 The employee attends the clearance meeting at their scheduled time or last day of employment.
- 4.13 The Employee Benefits Associate gives the employee all appropriate information and forms including: Teachers Retirement Withdrawal Form, COBRA and Exit Interview Form.
- 4.14 If the employee is enrolled in the Optional Retirement Program the employee will receive a vesting letter upon completion of the Clearance Form.
- 4.15 The employee signs the completed Clearance Form and elects the handling of leave accruals.
- 4.16 The Employee Benefits Associate informs the employee of the approximate date by which the "lump sum payment letter" will be forwarded to the employee's department.
- 4.17 The Employee Benefits Associate will calculate the balance of vacation leave and prepare a lump sum payment letter if applicable. The letter will be forwarded to the employee's department for payroll processing.
- 4.18 Upon completion of the termination, the Employee Benefits Associate files all personnel and leave information in the appropriate "Terminations" file for the fiscal year.

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