



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
SEPARATION FROM EMPLOYMENT/TRANSFER CLEARANCE PROCEDURE	March 1, 2006	1710.280a

**PROCEDURE STATEMENT (R)**

Upon the separation from employment or transfer of an interim, part-time or full-time employee (“Departing Employee”), it shall be the responsibility of the Supervisor/Department Head to complete a Separation From Employment/Transfer Clearance form (hereinafter the “Clearance Form”) for the Departing Employee. The Clearance Form shall account for the return of all University property that has been assigned to the Departing Employee during his/her term of employment and must be completed at least ten (10) days prior to the employee’s last work day at the University. If, for any reason, this is not feasible, the clearance procedure shall be completed as soon as possible thereafter, but prior to last work day of the Departing Employee.

Completion of the Clearance Form begins with an on-line process available through the Human Resources web site (link below). Once the Clearance Form has been completed, it is the responsibility of the Supervisor/Department Head to print a copy from the confirmation screen. The printed Clearance Form, signed by **both** the Department Head/Supervisor and the Departing Employee, must be hand delivered at the University Park Campus to: 11200 S.W. Eighth Street, PC 224, Miami, Florida 33199, or at the Biscayne Bay Campus to: 3000 NE 151st Street, LIB 322, North Miami, Florida 33181.

**PLEASE NOTE (FOR TERMINATION/TRANSFER OF ADJUNCT FACULTY MEMBERS, GRADUATE RESEARCH ASSISTANTS OR GRADUATE TEACHING ASSISTANTS):**

In order to ease the administrative burden of those departments who hire large numbers of Adjunct Faculty Members, Graduate Research Assistants or Graduate Teaching Assistants (collectively referred to as “Academic Personnel”), and because Academic Personnel usually work on an academic semester basis (and not during the entire academic year), the following clearance process applies to those individuals:

1. If the immediate supervisor of the Academic Personnel has a reasonable expectation that the employee will return to employment status within three (3) months of their last day of current employment, in order to prevent termination of University privileges such as e-mail access, the Clearance Form may indicate a termination/separation date that is as much as three (3) months into the future. Use of a date in the future may serve to prevent termination of certain University privileges (e.g., e-mail address, etc.) in the event the employee is expected to return to employment within the three month window.
2. Upon the employee’s return to active employment, it is the Department Head/Supervisor’s responsibility to notify the Division of Human Resources. The Clearance Form will not be processed.
3. If, for any reason, the individual does not return to employment status after the three (3) month period, the Clearance Form will be processed as with any other Departing Employee.

Supervisors/Department Heads who need assistance in completing the Clearance Form should contact the Division of Human Resources.

**REASON FOR PROCEDURE (O\*)**

To establish a uniform clearance procedure to ensure that when an employee departs from the University, all University property has been returned and that all actions necessary in order to protect the health, safety and well-being of the University community are timely and appropriately taken (e.g., securing and properly disposing of hazardous materials, securing and properly retaining of proprietary, confidential or highly sensitive data, removing access to critical University information technology resources, etc.)

**RELATED INFORMATION (O\*)**

Separations of Employment Policy #1710.280.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Employee and Labor Relations  
Division of Human Resources  
11200 S.W. Eighth Street, PC 236  
Miami, Florida 33199  
Telephone Number (305) 348-2079

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

**FORMS/ONLINE PROCESSES (O)**

Separation from Employment/Transfer Clearance form.

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

**R\*=Required    O\*=Optional**