



Exit Reviews # 1710.125

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	May 7, 2025	Division of Human Resources

POLICY STATEMENT

All employees separating from the University are required to comply with the Exit Review Program which includes the:

- Exit Review Questionnaire and Interview - (optional)
- Separation Clearance Form (required)

All outstanding debts of departing employees, including the face value of any University asset not returned upon separation, will be deducted from final funds due to the employee, upon giving the employee written notification of the amount to be deducted and the reason thereof. If the final salary and accrued leave, if any, are not enough to satisfy the amount owed, any outstanding balance may be placed in Accounts Receivable with the Controller's Office if the employee does not satisfy the debt.

SCOPE

This policy applies to all employees separating from the university or transferring into a new position. This policy would apply to temporary employees if during their tenure, they were provided university property and/or systems access. Adjuncts will be required to complete the form after one year without an active teaching contract; or at the time of resignation; or when the University is certain the adjunct will not return.

REASON FOR POLICY

To administer a program to collect data regarding working conditions and other qualitative information from exiting employees as well as to ensure retrieval of University assets when an employee separates from the University.

DEFINITIONS	
TERM	DEFINITIONS
Employee	A person employed for wages or salary, especially at nonexecutive level.



ROLES AND RESPONSIBILITIES

Employees should ensure that he/she completes the Separation Clearance Form in a timely manner prior to their departure and reviews with supervisor.

Supervisors and/or HR Liaisons should ensure the form is completed; all items returned; all signatures obtained; and submit the completed signed Separation Clearance Form to Employee & Labor Relations prior to the departure of the employee to avoid overpayment to the employee.

Supervisors and/or HR Liaisons should always keep accurate record-keeping when distributing equipment and key(s) to all employees, including temporary employees, to ensure the return of these items upon the separation of employment.

RELATED RESOURCES

N/A

CONTACTS

Florida International
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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 1, 2021; February 12, 2024; May 7, 2025.