



<b>POLICY TITLE</b>	Termination Clearance for Salaried Employees	<b>Policy Number</b>	375
<b>Section</b>	Human Resources	<b>Approval Date</b>	June 18, 1992
<b>Subsection</b>	Disciplinary Sanctions and Terminations	<b>Effective Date</b>	June 18, 1992
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

### 2.0 REFERENCES

### 3.0 DEFINITIONS

### 4.0 POLICY

#### 4.1 Departmental Clearance

**4.1.1** All involuntary terminations require that the supervisor of the department involved consult with Human Resources concerning conformity with all applicable policies, procedures, rules, regulations, and laws. In addition, the action taken must be approved by the appropriate department and division administrator(s) and executive.

#### 4.2 Employee Exit Clearance

**4.2.1** All terminating salaried employees (including faculty members who do not renew letter of appointment) must submit an employee exit clearance form and schedule an exit interview with Human Resources prior to receiving their final pay check. The clearance form allows the employee to give instructions for delivery of the final paycheck and verifies by signature of the appropriate department heads that all university property has been returned and all debts or obligations owed to the University have been paid. During the exit interview, the employee shall be informed of the termination date of University benefits and options for continued insurance coverage, complete any application forms, and return any necessary identification and membership cards. When final clearance has been obtained, a copy of the exit form shall be sent to the Finance and Business Services to authorize issuance of the final pay check.



### 4.3 Right to Appeal

**4.3.1** If an employee wishes to appeal disciplinary action or termination on the basis of discrimination, or believes that actions were taken in conflict with institution policy or procedure, he or she has a right to use the University's official grievance procedures. In addition, nothing in this procedural statement shall be construed to limit the right of any employee to appeal to an appropriate court of law.

## 5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity