

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:07 DATE: November 1, 1981
SUPERSEDES POLICY NO.: IV:02:02:07 DATED: August 31, 1979
SUBJECT: Clearance Procedures for Administrative and Classified Personnel
APPROVED: Robert O. Riggs, President Robert O. Riggs

General

The clearance procedure is designed to protect Austin Peay State University from losses associated with employee termination or resignation and to assure employees of clearance. All regular staff, administrative and classified personnel must complete the procedure prior to termination.

Responsibilities and Authority

The final responsibility and authority for clearance of administrative and classified employees resides with the Director of Personnel.

Procedure

- A. Any employee resigning, given an extended leave of absence, or being terminated from the University must report to the Personnel Office for final clearance.
- B. It shall be the responsibility of the Director of Personnel Services to check with the Business Office, Library, and Public Safety to certify that each employee has accounted for all University-owned property, including keys and identification cards, and has no outstanding financial obligations. Persons given leaves of absence may not be required to surrender keys and identification cards, provided written authorization for such exception is sent to the Director of Personnel Services by the immediate superior.
- C. The details of clearance findings will be documented and recorded in the appropriate space on the clearance form (PPM Form IV:02:07:a). If the department contacted indicates that money is owed or that equipment and materials have not been turned in, the Personnel Director should ensure that the employee satisfies each of the requirements before verifying complete clearance.

- D. Failure to complete the clearance requirements may cause a delay in the receipt of final salary payment and/or the refund of contributions to the State Retirement System until obligations have been cleared.
- E. An exit interview for classified personnel will be conducted and recorded on PPM Form IV:02:07:b at time of clearance. During the clearance procedure and interview, the employee's annual leave days will be checked and recorded as to the recommended number of annual leave days to be paid or taken prior to the last day worked. Annual leave days will be recorded on PPM Form IV:02:07:a.
- F. Administrative personnel will not be subject to an exit interview. However, the employee's annual leave days will be checked and recorded as to the recommended number of annual leave days to be paid or taken prior to the last day worked. Annual leave days will be recorded on PPM Form IV:02:07:a.

Austin Peay State University

Clearance Form

A. Name _____	Social Security Number: _____
Address: _____	Employment Date: _____
	Termination Date: _____
	Department: _____

B. Resignation _____ Termination _____ Leave of Absence _____

C. Annual Leave: Number of annual leave days taken during current month _____
 _____ Recommended _____ annual leave days be paid or taken prior to last day worked.
 _____ No annual leave due.
 _____ Recommended no annual leave be paid.

D. Clearance Procedures:

Clearance	Date: checked or returned	Comments:
Business Office (financial obligations)		
Library		
Security		
University Key (Department or building)		
Other: (explain)		

E. I certify that the above named employee has surrendered or accounted for all University property including keys and identification cards and that, if applicable, arrangements have been made for the submission of an application for refund of contributions to the State Consolidated Retirement System.

Signature Director of Personnel Services

Date

Austin Peay State University

Exit Interview

Name: _____ Date: _____

Dept: _____ Position: _____

1. Reason(s) for leaving: _____

2. Was your job represented correctly to you when you were hired? yes () no ()
If no, please explain. _____

3. Employee's comments concerning working conditions on the job (explore any likes
or dislikes concerning work relationships or physical conditions and obtain any
suggestions for improvement): _____

4. Did you receive proper training and instructions from your immediate supervisor?
() Practically no instruction () Almst as much as I would like
() Not nearly as much as I would like () All that I could wish for

5. Was the over-all University treatment fair and impartial? yes () no ()
If no, please explain. _____

Signature of Interviewer