

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:025	Supersedes Policy Number: 5:025
Date: June 29, 2006	Dated: June 16, 1999
Subject: Clearance Procedures for Administrative/ Professional and Classified Personnel	Mandatory Review Date: June 29, 2011
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:	President: signature on file

The purpose of this policy is to provide information, outline procedures, and assign responsibility for insuring that all university property has been returned and no debts are outstanding when a person leaves the university's employ. The procedures given protect both the University and the employee from disputes after the employment relationship has ended. All administrative/ professional and classified personnel must complete all the steps in the clearance procedure before receiving their final paycheck.

Procedures

1. When employees are leaving the University because of retirement, resignation, termination, or leave of absence of more than six months, the supervisor will send them to the human resources office for a clearance form:
 - Faculty clearance form - http://www.apsu.edu/hrhomepage/forms/fac_clear.pdf
 - Staff clearance form - http://www.apsu.edu/hrhomepage/forms/staff_clear.pdf

2. The employees will follow the instruction given on the back of the form for returning keys, I.D. cards, credit cards, library books, and for paying fines and other debts owed the University. Employees will indicate whether they wish to be paid in lump sum for their annual leave or to receive terminal leave, and they should give a forwarding address. The employee's supervisor will sign and date the departmental clearance section.

3. When the form has been stamped and initialed by the Physical Plant (Fort Campbell Center director, where appropriate), Woodward Library, Business Office, and Human Resources Office, the clearance procedure is complete and employees may pick up their paychecks at the regular time.

4. No final paycheck will be issued to an employee until the clearance procedure is complete.