

RESOLUTION ON FACULTY DEPARTURE PROCEDURE
(#27-92/93-FA)

- WHEREAS, The University is required to have a departure procedure for faculty leaving University employment; and
- WHEREAS, The departure procedure form was approved by the Academic Senate in the spring of 1992 on a one time use only basis, dependent on faculty evaluation; and
- WHEREAS, The Faculty Affairs Committee, at the direction of the Academic Senate, conducted a survey of faculty who were affected by lay-offs or non-reappointment for fall 1992; and
- WHEREAS, The affected faculty members unanimously opposed the continued use of this departure form and made recommendations for modification of the procedure; and
- WHEREAS, The Faculty Affairs Committee has considered these recommendations and developed an alternative departure procedure which meets the needs of the University and avoids unnecessary hardship on faculty members; therefore, be it
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached departure form be completed by the Personnel Office Staff, who will verify that each area has been cleared and sign the form, and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that if the Personnel Office determines that a faculty member has not met his/her obligation in a certain area, the Personnel Office will notify the faculty member of the need to take appropriate action to obtain clearance, and be it further
- RESOLVED: That the Academic Senate of Humboldt State University recommends that the Personnel Office revise the attached form in accordance with this resolution and bring it back to the Academic Senate of Humboldt State University for approval.

HUMBOLDT STATE UNIVERSITY DEPARTURE PROCEDURE

Administrative regulations require that all separating employees must obtain notice from the offices listed below showing that keys, equipment, Library/Media materials, American Express credit card, computer equipment/software, General Services credit card, accounts receivable, or University property have been returned. **This form must be completed before final pay warrant will be released.** Return your parking decal to the Cashier's Office; your keys to Plant Operations; your American Express and/or General Services credit card(s) to Fiscal Affairs; your computer equipment/software to Computing and Telecommunications Services; and your I.D. card to the Library. After clearance has been completed by all areas shown below, bring this form to the Personnel Office.

- NOTE: 1. Please start the clearance process at the Library to allow time for a search of the computer database.
 2. For keys, please allow 24 hours for processing.

FINAL PAY WARRANTS WILL NOT BE RELEASED UNTIL THIS FORM IS COMPLETED. *FACULTY MEMBERS DEPARTMENT MAY VERIFY AND SIGN FOR CLEARANCE*

(Print or type name: Last, First, M.I.) _____	Department _____	Phone # _____	Social Security Number _____
<input type="checkbox"/> Separating <input type="checkbox"/> Retiring <input type="checkbox"/> Leave Without Pay		Dates: From _____	To _____
	(More than six months or one semester.)	(First day on nonpay status)	(First day on pay status)

YOUR DEPARTMENT

Return: Equipment, Complete Final Absence Report	_____	_____
	Authorized Signature	Date

LIBRARY/MEDIA SERVICES Ext. 3431 Circulation Office Rm. 110 (8 AM - 5 PM)

Return: Library/Media Materials, University I.D. Card	_____	_____
	Authorized Signature	Date

COMPUTING AND TELECOMMUNICATIONS SERVICES Ext. 3815 Van Matre Hall Rm. 200 (8 AM - 4:30 PM)

Return: Equipment/Software, Close Computer and Telephone Accounts	_____	_____
	Authorized Signature	Date

* **PLANT OPERATIONS** Ext. 3646 Key Shop (8 AM - 5 PM)

Return: All University Keys	_____	_____
	Authorized Signature	Date

CASHIER Ext. 4331 Student/Business Services Rm. 285 (8:30 AM - 4:30 PM)

Return: Parking Decal - Cash Purchase Clear Outstanding Obligations	_____	_____
	Authorized Signature	Date

ACCOUNTING Ext. 4271 Student/Business Services Rm. 311 (8 AM - Noon and 1 - 5 PM)

Clear/Settle: Travel Advance/Claim	_____	_____
	Authorized Signature	Date

FISCAL AFFAIRS Ext. 3521 Student/Business Services Rm. 345 (8 AM - Noon and 1 - 5 PM)

Return: American Express Corporate Card and General Services Credit Card	_____	_____
	Authorized Signature	Date

PAYROLL Ext. 3736 Student/Business Services Rm. 327 (8 AM - Noon and 1 - 5 PM)

Clear: Salary Advances Settle: Balance/Payroll Deduction, Accounts Receivable	_____	_____
	Authorized Signature	Date

* **PERSONNEL** Ext. 3626 Student/Business Services Rm. 143 (8 AM - 5 PM)

Complete: Exit Interview Discuss: Disposition of Retirement Contributions Receive: Insurance Continuation Information	_____	_____
	Authorized Signature	Date

If you are currently enrolled in a health, dental and/or vision insurance plan, you may be eligible to continue the group coverage. For further information contact the Personnel Office, Ext. 3626. Retiring employees may obtain an emeritus Library card without charge after the clearance process is completed.

* These signatures must be acquired by the faculty member in person.

TO BE COMPLETED BY PAYROLL OFFICE

Final Warrant(s) Released _____	Date _____	By _____ Payroll Technician
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Instructions for Completion of the Departure Procedure Form

Who needs to complete this form? Anyone separating from employment, retiring (under all programs, including FERP), or taking a leave of absence without pay of six months or more (for faculty, a leave without pay absence of more than one semester) must complete the clearance process. Specifically exempted are employees in ten-month/academic year positions who have been hired for the subsequent academic year and faculty on sabbatical or on a difference-in-pay leave.

Under the provisions of Section 8580.4 of the State Administrative Manual, all full-time and/or part-time employees are required to complete a departure form before the final pay warrant can be released. ~~Please note that it is the employee's responsibility to obtain a signature clearance from each of the offices listed on the form and to take the completed form to Personnel.~~

- Each employing department will provide a copy of the departure form to the separating employee (forms are available from University Stores, ext. 3933). The department has the responsibility of collecting any department equipment that was issued and/or notifying the Accounting Office to establish invoices for lost and/or damaged equipment. *Upon notification of clearance by faculty, the ~~department~~ office will make necessary calls for verification and will sign the form. Personnel*
- The employee will then hand-carry the departure form to the departments in the order indicated on the ~~form~~. *Plant Operations to return keys and obtain final signature. S/he will take the completed form to Personnel.*
- To avoid unforeseen delays the form should be completed at least ⁵ working days prior to ^{the first} the last day ~~the employee physically works. Also, no later than three working days prior to the separation date or the last day physically worked, whichever comes first, the department is responsible for preparing and submitting the final Absence Report to the Payroll Office.~~ ~~the employee physically works.~~ ~~Also, no later than three working days prior to the separation date or the last day physically worked, whichever comes first, the department is responsible for preparing and submitting the final Absence Report to the Payroll Office.~~

Personnel will forward the completed form to Payroll who will then ^{release} request the final pay warrant [⊙] from the State ~~Controller's Office in Sacramento~~. The employee's copy of the Departure Form will be enclosed with the final pay warrant. Under normal circumstances, an employee's final pay warrant will be available on the pay day of the last month in which the employee was on pay status.