

Employee Clearance Procedure

Responsible Offices: Campus Safety and Human Resources

Secondary Office: Information Technology, Payroll, Key Shop, Parking Services, Purchasing

1. PURPOSE

This policy establishes procedures for the return of CSU property/assets from CSU employees upon separation of employment with CSU.

2. AUTHORITY

CSU reserves the right to pursue any and all internal, administrative, civil and criminal remedies for the return of CSU assets or the value thereof including, but not limited to, civil liability for conversion and criminal penalties for theft. In some cases, such penalties could attach to an employee's state retirement account.

3. DEFINITIONS

a. Employee: An Employee is an individual who has been entered into PeopleSoft as an employee of the University in any status (e.g. full-time, part-time, adjunct, temporary, seasonal or intermittent) or classification (e.g. faculty, professional, classified, occasional or lecturer). This definition excludes individuals entered into PeopleSoft as volunteers, Emeriti faculty or associates of the University.

b. Separation: Separation occurs when an individual's employment status with the university is terminated for any reason.

c. Transfer: Transfer occurs when, for any reason, an employee of the University ceases to be an employee for one department/unit within the University and is assigned to a position in another department/unit within the University.

d. Clearance Checklist for Terminating/Transferring Employees: Section 1 of the Clearance Checklist for Terminating/Transferring Employees is to be completed by the employee's supervisor and reviewed with the employee prior to his/her termination date. The original Checklist is then provided to the employee in order to document the return of all CSU property to the appropriate department. Upon completion and review of the form with employee's supervisor, the employee and supervisor will sign the form, keep a copy for their records and transmit the completed form to the Human Resources Department.

4. APPLICABILITY

This policy applies to all CSU employees as defined herein.

5. **POLICY**

When an employee is separated from University employment for any reason, the employee's supervisor will immediately inform the Human Resources Department by submitting the Personnel Action Worksheet (PAW). The employee's supervisor will inform the exiting employee of their responsibility to return all University property prior to separation. The Human Resources Department will notify the departments requiring notification under this policy of the employee's impending separation (see Section 6.2(m) for a list of the departments). Those departments will take necessary and appropriate actions to collect funds owed, delete systems access, retrieve University property, etc.

The supervisor of a **professional staff employee** who is transferred from one University department/unit to another will: (a) forward a completed PAW to Human Resources and, (b) retrieve appropriate University departmental property (as defined herein) from the employee (see Section 6.2(m) for a list of the departments).

When a **classified staff employee** is transferred from one department/unit to another within the University, the Human Resources Department will: (a) complete the PAW and notify the supervisor of record (via email) of the upcoming transfer and, (b) retrieve appropriate University/departmental property (as defined herein) from the transferring employee.

6. **PROCEDURES**

6.1 Procedures for Supervisors

When an employee is separated from employment, the employee's supervisor must:

- a. Submit a PAW, along with an original resignation letter and/or other supporting documentation, to the Human Resources Department as soon as possible after the supervisor becomes aware of the employee's intent to separate. The supervisor should keep a copy of the PAW to certify that it has been sent. Human Resources personnel will date-stamp incoming PAW to help ensure compliance.
- b. If the employee is a foreign national, the Legal Department must be immediately notified of the impending separation to determine if any notices need to be given to immigration services and the U.S. Department of Labor.
- c. Ensure that all items of university property (such as electronic equipment, P-Cards, keys, parking hangtags, uniforms, etc.) are retrieved from the employee being separated by reviewing the completed Clearance Checklist for Terminating/Transferring Employees form.

It is very difficult to retrieve property and information after an employee has left the University; therefore, University departments are responsible for compliance with this policy before the employee leaves the University. This policy applies to all employees of the University regardless of status (e.g. full-time, part-time,

adjunct, temporary, seasonal or intermittent) or classification (e.g. faculty, professional, classified, occasional or lecturer).

When an employee is transferred, the employee's former supervisor must:

- d. Ensure that items of University property associated specifically with the position from which the employee is transferring (such as electronic equipment, keys, uniforms, etc.) are retrieved from the employee being transferred. If the employee has been issued a P-Card, it must be returned to the Purchasing Office. The transferring employee may be permitted to keep their P-Card if written authorization is received by the Purchasing Department from the transferring employee's new supervisor.
- e. The transferring employee may keep the same parking hangtag if it is the appropriate hangtag for the parking requirements related to the new position.
- f. Ensure that the employee's PeopleSoft access (student, finance, and/or HR) Keystone Access and CampusNet login are terminated if not required for the new position.
- g. Notify the SACC of the building in which the employee formerly had an office that the employee no longer has an office in the building.
- h. If the employee is a foreign national, immediately notify the Legal Department of the separation to determine if any notices need to be given to immigration services and the U.S. Department of Labor.

When an employee is transferred, the employee's *new* supervisor must:

- i. Disburse appropriate property for the new position, such as electronic equipment, keys, uniforms, etc. This will include arranging for a new parking hangtag if necessary.
- j. Ensure that new PeopleSoft and/or CampusNet access is initiated as required.
- k. Notify the SACC of the building in which the employee now has an office that the employee should be listed in the emergency plans for the building.

6.2 Procedures for the Human Resources Department

Upon notification of an employee's separation, the Human Resources Department will be responsible for the following actions:

- l. Forward a Personnel Action Worksheet (PAW) after the termination is processed in PeopleSoft).
- m. As soon as possible, e-mail notification of the employee's separation to the following offices:
 - Access Control and Security Systems
 - Accounting Services
 - Accounts Payable
 - Viking Card Office
 - Library

- Computing Support
 - Development
 - Facilities Management (Uniforms / tools)
 - Financial Services
 - IIS Security
 - The Parking Office
 - Payroll
 - Purchasing
 - Residence Life
 - Student Financial Services
 - Telecommunications
- n. Enter data from the employee termination PAW to PeopleSoft to initiate the required COBRA notice from Employee Benefits for continuation of employee health benefits.
- o. Process information for conversion of Life Insurance (included with the COBRA notice).
- p. If termination of employment is due to retirement, arrangements are made to meet with Benefits staff to receive related retirement plan information and forms.

When informed of an employee's transfer from one department or unit of the university to another by receipt of the transfer PAW, the Human Resources Department will be responsible for reminding the former supervisor and the new supervisor (via PeopleSoft e-mail) of their responsibilities concerning University property and any required notifications under this policy.

6.3 Procedures for Information Technology

Information Technology will run a daily query during the work week to determine those persons for whom a termination entry has been made in PeopleSoft. PeopleSoft and Admin systems access shall terminate immediately and within 30 days of the termination date, the separating employee's technical access to University-wide systems, including CampusNet network login and e-mail address, will be terminated.

Exceptions to this process include separating employees who are also students currently enrolled at the university, semester-based employees, those entering retirement and Emeriti professors.

6.4 Procedures for Payroll

After receiving the PAW indicating a termination has been processed, Payroll will perform necessary termination processing.

7. RESPONSIBILITIES

- a. Supervisors have primary responsibility for adherence to this policy by closely and quickly overseeing the process of employee separation or transfer. Supervisors are responsible for ensuring that the Human Resources Department is notified of a transfer or separation as soon as possible after they first become aware of an employee's intention to transfer or separate from the University. Supervisors are responsible for ensuring that the Human Resources Department receives the PAW as expeditiously as possible. Supervisors are also responsible for collecting departmental property (such as electronic equipment, P-Cards, etc.) and ensuring the return of other University property, such as keys and the completed check list from the employee being transferred or separated. After the employee has complied with the return of all University property, both the supervisor and employee will sign and date the Employee Clearance portion of the Clearance Checklist for Terminating/ Transferring Employees Form.
- b. All departments that receive notification of the employee separation via e-mail, particularly those specified in Section 7.2, are responsible for ensuring that matters pertaining to their department are quickly accounted for as they relate to the separating employee.
- c. The employee is solely responsible for competing and obtaining the required signatures in Section 2 of the Clearance Checklist of the Terminating/Transferring Employees Form.
- d. In the event of death in office, the supervisor will notify the Human Resources Department. The Human Resources Department will be responsible for coordinating an orderly and appropriate retrieval of CSU property.
- e. The Human Resources Department is responsible for immediately distributing appropriate information after it becomes aware of an employee separation. The Human Resources Department is also responsible for contacting the former supervisor and the new supervisor of a transferring employee (via PeopleSoft e-mail) to remind them of their responsibilities under this policy concerning transferring employees
- f. The Human Resources Department is the final check-off for employee clearance. If the Clearance Checklist for Terminating/Transferring Employees Form is not transmitted to the Human Resources Department by the end of business on the final day of employment, then the Human Resources Department will notify the Legal Department and ask for a review to determine if applied sanctions are warranted. If the Clearance Checklist for Terminating/Transferring Employees Form is transmitted to the Human Resources Department but the employee has not obtained the appropriate signatures, the Human Resources

Department will notify the supervisor and the Legal Department and ask for a review to determine if applied sanctions are warranted.

g. Information Technology is responsible for ensuring that the separating employee's access to all university technical accounts and data is ended in accordance with this policy.

h. Payroll is responsible for ensuring that appropriate payroll termination processing is completed in a timely manner.

8. SANCTIONS

a. Sanctions include the recovery of the cost of any lost equipment by CSU. Recovery costs for issued key will be determined by the schedule found in the Access Control Regulations including the cost of rekeying.

b. Collections may be turned over to the State Attorney General.

c. Employees who do not promptly return CSU property upon separation may be subject to internal and administrative processes and discipline as well as criminal penalties and civil liability including, but not limited to, criminal prosecution for theft and civil liability for conversion. Transferring employees who fail to comply with this policy may be subject to disciplinary action including, but not limited to, termination subject to the provisions of any applicable collective bargaining agreement and/or University policy. Criminal penalties may include the attachment of an employee's state retirement account.

d. CSU will be diligent in its stewardship role of protecting taxpayer assets.

9. INTERPRETATION

Authority to interpret this policy rests with the Vice-President for Business Affairs and Finance who has delegated the authority to the Executive Director of Campus Safety and the Assistant Vice-President Human Resources.

10. FORMS

Clearance Checklist for Terminating/Transferring Employees