

TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE

2.5

CAMPUS:	Marshall	Page 1 of 2
TITLE:	Clearing Campus upon Termination of Employment	
OFFICE OF RESPONSIBILITY:	Human Resources	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: August 9, 2002

STATUS: Replaces Policy & Procedure 2.5 "Clearing Campus Upon Termination of Employment" approved 04/27/93
Revised: 09/23/96
Revised: 01/08/01,
Revised: 08/09/02 for TSTC - Marshall

PRACTICE:

It is the practice of Texas State Technical College that employees, who at the time of termination of employment are eligible for state benefits, must clear the campus on or before the day of departure.

PROCEDURES:

- A. A terminating employee obtains a Campus Clearance Form from the Human Resources Office.
- B. The employee proceeds to each of the stations listed on the clearance form. A representative at each of the clearance stations checks department records to determine whether the terminating employee has any obligation to the College that should be cleared up prior to departure.
- C. The Human Resources Office has the terminating employee complete the necessary retirement system forms, specify disposition of the final paycheck, and surrender identification cards.

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D. The Human Resources Office will promptly notify the appropriate departments of the employee's termination.