



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01
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ADMINISTRATIVE MANUAL

Separation/Clearance Process

Policy 118

- 1.0 PURPOSE:
To establish a policy and procedure for a separating employee.

- 2.0 REFERENCES:
University-Student Union California State University, Los Angeles Separation Form

- 3.0 POLICY:
It shall be the policy that all regular employees shall complete an Employee Transaction Record (ETR) Separation/Clearance form prior to their last day of employment.

- 4.0 DEFINITIONS:
None

- 5.0 PROCEDURES:
 - 5.1 The supervisor of a full-time employee who is separating (whether voluntary or involuntary separation) is responsible for initiating the process to complete the ETR form and notifying the employee that the remainder of the clearance procedure must be completed on or before the last day of employment.
 - 5.2 In order to insure that necessary procedures have been completed and property returned to the appropriate office, signatures will be required verifying the return of keys, equipment and passwords.
 - 5.3 The completed ETR Separation/Clearance form will be hand delivered/mailed to the employee with their last check upon completion of the form.

