

Ocean County College, Toms River, NJ

PERSONNEL
NON-ACADEMIC
GENERAL
Employment Regulations
Employee Termination 3312.4

POLICY

Terminating employees shall be required to initiate and complete a Termination Clearance Procedure prior to final departure from campus. Issuance of final paycheck is dependent upon completion of termination clearance procedure.

ADOPTED: April 24, 1972

Reviewed: April 30, 1991

PROCEDURE

1. Purpose:

- a. To ensure that a terminating employee has settled all financial obligations, surrendered all college-owned property in his possession, and fulfilled any other obligations to the College.
- b. When all obligations have been fulfilled, the employee's final paycheck shall be released.

2. Method of Implementation:

- a. Employee Termination Clearance Form (attached) shall be obtained from the Office of Human Resources by the terminating employee and completed according to instructions printed on that form.
- b. The director/supervisor of each department listed below will authorize specific employee(s) in his department to check that a terminating employee has fulfilled his obligations to that department and to sign the form when all such obligations have been completed. Each department head shall furnish the Office of Human Resources with a list of the employees in his department who are authorized to sign the termination clearance form. This list shall bear the signature of each authorized employee. The Office of Human Resources shall be immediately informed of any changes made in such lists. Terminating employees shall realize that the departments may require varying amounts of time to process the clearance form. If a member of a department experiences difficulty in processing a terminating employee he shall refer that employee and the problem to the Office of Human Resources.
- c. Departments which must be cleared by all terminating employees are:
 - (1) Supervisor (Termination Date Certified)
 - (2) Accounting/Payroll (Loans, Tuition, etc.)
 - (3) Library (Books, other material on loan)
 - (4) Special Services (Current forwarding address, keys)
 - (5) Office of Human Resources (Pension fund and vacation leave settlement, Parking Decal, I.D. Card, Bookstore account, Health and Physical Education athletic equipment)
- d. Faculty Members Only:
 - (1) Director of Admissions & Records (Grade reports)
 - (2) Department Dean (Departmental property, obligations)
 - (3) Vice President of Academic Affairs (Grade Books)

3. Release of Final Payroll Check

a. Control

- (1) The Accounting Office shall not release the terminating employee's final payroll check until that employee has fulfilled all of his obligations to the College. Fulfillment of such obligations shall be evidenced by the presentation of the completed Employee Termination Clearance Form by the employee to designated Accounting Office personnel. The Office of Human Resources shall inform the Accounting Office of all impending terminations as soon as it becomes aware of them. Termination forms shall be expedited so as to complete the procedure as rapidly as possible.

b. Method of Release

- (1) When the terminating employee has officially cleared all designated departments, he should present the completed form to the Office of Human Resources. If the form is completed properly, the Office of Human Resources will certify the form to indicate that the terminating employee has fulfilled all his obligations to the College.
- (2) The terminating employee shall then present a copy of his certified Termination Clearance Form to the Accounting Office.
- (3) If the employee's termination date falls on a regularly scheduled payday, he shall receive his final payroll check on that payday if he has completed the Termination Clearance procedures. If he has not completed the necessary procedures, he will receive his final paycheck as soon as he has complied. If his termination date falls between paydays, the employee shall, in accordance with legal stature, receive his final payroll check, (either in person or by mail, at his own option) on the next regularly scheduled payday provided that the Accounting Office receives notice to prepare the final payroll check prior to or on the cutoff date for receipt of payroll inputs for that payday. If the Accounting Office does not receive the necessary inputs by the cutoff date, the employee's final payroll check shall be released on the next succeeding regularly scheduled payday.

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