I. SCOPE

This policy applies to Professional, Professional Faculty, Operational, Classified, and hourly employees of the College of William and Mary and the Virginia Institute of Marine Science (the “University”).

II. PURPOSE

To ensure that any professional, professional faculty, operational, classified, or hourly employee terminating his or her employment with the University has satisfied any obligations to the University and has the information and assistance necessary to facilitate a smooth transition.

III. POLICY STATEMENT

It is the policy of the University that an employee, who terminates his or her employment with the University, will return all property, pay all fees and fines, and/or satisfy any amounts due the University prior to departure. Upon initial employment, each employee completes a Payroll Deduction Authorization form to indicate agreement with this policy (insert link). When an employee departs the University, the employee will verify that all obligations have been met by completing a Clearance Form. The clearance forms for both the William and Mary campus and the VIMS campus can be found at http://www.wm.edu/offices/hr/forms-topic/index.php in the “End of Employment” section.

IV. PROCEDURES

The employee should obtain a Clearance Form from the Office of Human Resources website. The employee is responsible for obtaining the appropriate departmental signatures, or clearance e-mails from the listed departments, and he or she must submit the completed Clearance Form to the Office of Human Resources prior to his or her departure. An employee’s final paycheck will be a manual check. The final paycheck and/or the leave payoff check will be released to the employee either in person at the Cashiers’ Office or via U.S. mail once the Clearance process is complete.

VI. AUTHORITY, INTERPRETATION AND AMENDMENT

This policy was approved by the Board of Visitors. Interpretation of this policy is the responsibility of the Associate Vice President of Human Resources (AVP). The AVP may amend or revise this policy at any time. Nothing herein limits the ability of the AVP to delegate his authority or designated roles under this policy.