

**Policy Number: 1170**

**Policy Name: Clearance and Separation Procedures**

**Responsibility for Maintenance: Director of Human Resources**

**Effective Date: February 16, 2018**

**Last Updated: August 15, 2023**

**I. Reason for Policy**

To ensure that all full-time, part-time, and hourly employees terminating their employment with the Richard Bland College have satisfied any obligations to the College and have the information and assistance necessary to facilitate smooth transitions.

**II. Policy Statement**

It is the policy of the College that an employee who terminates his or her employment with the College will return all property, pay all fees and fines, and complete all assignments due the College prior to departure. The employee and his or her direct supervisor will verify that all obligations have been met by completing a Separation Checklist.

**III. Procedures**

A. **Notice of Separation:** Upon learning of an employee's separation, the employee's direct supervisor will submit the online [RBC Clearance Form](#). This form notifies Information and Technology Services as well as the Office of Human Resources of the separation.

B. **Separation Checklist:** Upon receiving notice of the separation, HR will provide the supervisor and the employee with a Separation Checklist. The employee is responsible for obtaining the appropriate departmental signatures and submitting the completed form to the Office of Human Resources prior to his or her departure. Failure to comply with this policy could result in a hold being placed on an employee's last paycheck until full compliance is achieved or until the costs of any missing items are determined and subtracted from the last paycheck.

**IV. Related Policy & Documents**

A. [RBC Clearance Form](#)

B. RBC Separation Checklist

**V. Contacts**

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
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