

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF AMENDED REGULATION

**Date:** February 7, 2007

**REGULATION CHAPTER TITLE:** Human Resources

**REGULATION TITLE AND NUMBER:** 10.118 University Employee Clearance

**SUMMARY OF REGULATION:** The amended regulation provides that all employees must properly clear the University upon cessation of employment. The regulation also provides that an employee must report to the Office of Human Resources for an exit interview.

**AUTHORITY FOR REGULATION:** Article IX, Florida Constitution, Board of Governors Regulation Development Procedure dated July 21, 2005; Sections 1001.74 and 1001.75, Florida Statutes.

**UNIVERSITY OFFICIAL INITIATING THIS REGULATION:** Dr. Janie Greenleaf, Assistant Vice President for Human Resources.

**PROCEDURE FOR COMMENTS:** Written comments concerning this amended regulation must be submitted within 14 days of the date of this notice to the person identified below.

**THE PERSON TO BE CONTACTED REGARDING THE AMENDED REGULATION IS:** Dr. Janie Greenleaf, Office of Human Resources, 211 Foote-Hilyer Administration Center, Tallahassee, Florida 32307, (850) 599-3611 (phone), (850) 561-2080 (fax), [janie.greenleaf@famu.edu](mailto:janie.greenleaf@famu.edu).

**FULL TEXT OF THE AMENDED REGULATION:** The full text of the amended regulation is attached.

**Regulations of  
Florida A&M University**



**10.118 University Employee Clearance.**

Any employee of Florida A & M University ~~who is issued an employment contract for his or her services and is paid from any funding source, e.g., contracts & grants, educational & general, agency and others,~~ must properly clear the University upon cessation of employment with the University. The clearance must be in accordance with the University Employee Clearance Procedures, ~~approved March 23, 1989, and incorporated herein by this reference.~~ The employee must have fulfilled all of his or her obligations to the University outlined in the referenced clearance procedures. To carry out the clearance process, employees shall report to the ~~University Personnel Office~~ Office of Human Resources for the purpose of an exit interview.

*Specific Authority 120.53(1)(a), 240.227(1) FS. Law Implemented 120.53(1)(a), 240.227(1), (5), (19), (21), (22) FS. History—New 10-5-89, Amended 6-27-96, \_\_\_\_\_.*

*Coding: ~~Strikeover~~ indicates deletions; underlining indicates additions.*