



**American Samoa Community College**  
**EXIT/SEPARATION OF EMPLOYMENT CLEARANCE**  
**Human Resources Office**

**Direction:** To officially clear all responsibilities with the American Samoa Community College, and to receive final compensation and reimbursement before departure from ASCC, all employees are required to complete and submit this form to Human Resources. FAILURE to submit this form to HR will result in withholding of final payments owed on last day of employment.

Name: \_\_\_\_\_ Division/Dept: \_\_\_\_\_ Final Date: \_\_\_\_\_

**REASON FOR LEAVING:** ☐ Resignation ☐ Termination ☐ Retirement ☐ Other

**CLEARANCE:** (Division Dean, Directors, CIO, CFO, VPs, President and "Acting" are the only authorized signatures)

- **Division:** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify the employee has returned keys, equipment, tools, and documents to my custody.*
- **Finance Management:** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify that the employee has no outstanding balances owing to the college and has returned all materials.*
- **Procurement Office:** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify that the employee has returned all materials / supplies and office equipment.*
- **Management Information System Office:** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify that the employee has returned all college IT related equipment, i.e. Laptop etc..*
- **Library:** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify that the employee has returned all library materials.*
- **Bookstore:** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify that the employee has cleared credit accounts.*
- **Physical Facilities Management** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify that the employee has cleared with campus facilities and or security.*
- **Vice President-AF** \_\_\_\_\_ Date: \_\_\_\_\_  
*Acknowledgement of the Exit Clearance of an Employee of the Division*
- **Vice President-ACSA** \_\_\_\_\_ Date: \_\_\_\_\_  
*Acknowledgement of the Exit Clearance of an Employee of the Division*
- **President:** \_\_\_\_\_ Date: \_\_\_\_\_  
*Approval of employment exit of the position.*

**HUMAN RESOURCES** : Employee's final check will not be released until this form is fully executed and signed by HR.

Forwarding Address:

- **Human Resources:** \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the employee has an accrued: \_\_\_\_\_ annual leave hours \_\_\_\_\_ sick leave hours

Copy to: Employee, HR File

## **Procedures**

- A. The immediate supervisor will establish a date for the exit interview or refer separating employee to the human resources for an exit interview as soon as possible after the separation decision has been made and communicated.
- B. The supervisor/human resources will use the *Exit Interview Checklist, ASCC HR 4305* form to conduct the interview, and the following points should be discussed:
- Equipment/key return
  - Reason for the separation
  - Plan for the immediate future and contact information
  - Benefits of employment with ASCC
  - Verification of final pay and reimbursements
  - Interest in reemployment
  - Employee's suggestions and comments
- C. It is felt the information covered during the interview might become a point of contention in the future, in this instances human resources representative shall ensure the employees to sign the exit interview form. The employee shall be given a copy upon request.
- D. Exit clearance or separation from employment with ASCC using *Exit/Separation of Employment Clearance, ASCC HR* form. The completion of this form by specific departments/division will allow HR to complete all separating or exiting documents administratively.