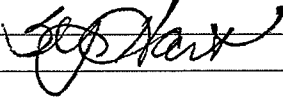




Northern Marianas College Procedure

Procedure No.: 5010.8 Procedure Title: Employee Separation Clearances
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President 
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part V.F

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure describes the process to clear an employee who resigns or is terminated and issue his or her final compensation.

Areas of Responsibility The College requires all employees who are terminating their employment with NMC to complete an established clearance process to assure that all liabilities have been met, and all College property has been returned.

Procedure details The Human Resources Office will provide the employee with a clearance form that must be completed, requisite signatures obtained, and returned to the Human Resources Office prior to the release of the employee's final salary check.