

SEPARATIONS
(No. 26 March 1992)

1023

EXIT CLEARANCE
(No. 103 May 2004)

1023.1

CAL FIRE policy requires that all separating employees, or employees leaving a particular unit, must complete an Exit Clearance form prior to receiving a final pay warrant. This policy applies to all staff, including but not limited to permanent, limited term, TAUs, retired annuitants, emergency hires, seasonal hires, etc. The completion and processing of the Exit Clearance form is proof that the separating employee has gone through the departmental "check-out" process so the Department can recover any state property or state funds.

NOTE: All Managers/Supervisors are required to submit a completed "Request for Employee Clearance (CAL FIRE-151)" form to Information Technology Services for employees that are new and/or changing job function or location and/or separating from the Department. Please refer to the CAL FIRE 0900 Information Technology Services Handbook, [Section 0932](#) for departmental policy and procedures.

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EXIT CLEARANCE FORMS
(No. 26 March 1992)

1023.1.1

[AO-278](#) - The exit clearance form required for employees who are separating from permanent, limited term, TAU, retired annuitant, emergency appointments, or those transferring within CAL FIRE or to another department.

[AO-278A](#) - The exit clearance form required for employees who are moving from positions which have peace officer status. This form is required in addition to the [AO-278](#).

[AO-279](#) - The exit clearance form required for employees who are separating from seasonal employment.

SUPERVISOR'S RESPONSIBILITY

1023.1.2

(No. 26 March 1992)

Supervisors are responsible for notifying all separating employees that final pay will be withheld until an Exit Clearance form is processed. Supervisors are responsible for notifying their personnel assistant/clerk and their unit finance clerks or the Departmental Accounting Office of impending separations. Form AO-280 is available for this purpose. If this form is not used, a memo can be substituted. The memo must include the separating employee's name, social security number, the last day to be worked, type of separation (e.g., retirement, adverse action, resignation, etc.), and destination information if it is a transfer within CAL FIRE or to another state department. If the memo will not reach the personnel assistant/clerk and unit finance clerk/DAO prior to the employee leaving, the contact must then be by telephone. A memo to follow up the phone call is required.

Supervisors are responsible for the completion of an Exit Clearance form before the employee separates from their unit. If the employee separates unexpectedly (e.g., illness, AWOL, or death), the supervisor must circulate the Exit Clearance form for completion him/herself, within 10 days of the employee's last day worked or when notified of the separation. In addition to the Exit Clearance form information described above, the supervisor is responsible for submitting final timesheets, performance reports, and/or exit interviews to the personnel office.

EXIT CLEARANCE FORM PROCESSING

1023.1.3

(No. 26 March 1992)

Supervisors will verify that the employee has completed the Exit Clearance form. The following provides information for processing the Exit Clearance form.

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| Meal Payments | The employee is responsible for submitting a money order/check to the finance section for any payment for meals still due CAL FIRE. The money order/check must be payable to the Department of Forestry and Fire Protection. Until this occurs, the Exit Clearance form will not be signed by the verifier. |
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| <p>Property or Gear</p> | <p>Supervisors will be held accountable for knowing what equipment and property has been assigned to employees and certifying that it has been returned. Depending upon the unit, supervisors may need to maintain their own equipment and property records to ensure a rapid, accurate clearance process. Property to be recovered includes but is not limited to: special gear issued to employees, general services charge cards, telephone credit cards, keys, badges, building passes, Federal Excess Personal Property Screener's cards, and all equipment issued to employees covered under peace officer status.</p> <p>The employee is responsible for returning all property including clean gear to their supervisor or to the field service center.</p> |
| <p>Accounts Receivables</p> | <p>The DAO/unit finance clerk and personnel assistant are responsible for verifying that all monies owed to the department are collected. This includes all advances (e.g., travel, uniform, salary overtime), meal charges, medicare receivables, jury duty fees and uniform allowance overpayments. If a supervisor has knowledge of an employee's financial obligation to CAL FIRE, the supervisor must notify the personnel assistant/clerk or DAO or unit finance clerk.</p> <p>The DAO/unit finance clerk and personnel assistant are responsible for verifying that the separating employee has or will receive all monies owed them by CAL FIRE. This includes regular salary, overtime, travel claims, and uniform allowance payments.</p> |
| <p>Health</p> | <p>Employees who were enrolled in a health plan at the time of separation are eligible for continued benefits coverage under COBRA.</p> |

VERIFIERS' RESPONSIBILITY

1023.1.4

(No. 26 March 1992)

To make this Exit Clearance process efficient and quick for the employee, administrative units will organize their records so that record keeping responsibilities are clearly assigned and no unnecessary delays are experienced by separating employees. Staff assigned as "verifiers" on the form must audit all appropriate records to identify any funds and/or property issued to the employee. When the collection is made, or when it is determined that no collection is required, the verifier signs and dates the form, keeps a copy for that office's records, and returns the original to the employee. Once the form is complete, the original copy is to be given to the personnel office by the affected employee or his supervisor. The personnel office will retain the original copy for their records.

If there are special circumstances complicating collection, the verifier must work with the employee, the employee's supervisor and any other staff needed to resolve the problem prior to signing the form. Problems should be resolved and resolutions noted in the "Remarks Column." Examples of resolutions are: "lost badge/keys reported to State Police on (date) ;" or "(\$ amount) will be deducted from separating employee's final warrant prior to release for cost of lost property."

PERSONNEL ASSISTANT/CLERK RESPONSIBILITIES

1023.1.5

(No. 26 March 1992)

The Exit Clearance form will be reviewed by the personnel assistant when final compensation is calculated and any funds not already collected are to be deducted. The original copy of the completed Exit Clearance form will then be filed with the copy of the Employee Transfer Data (STD 612) and the separating Personnel Action Request (STD 680) which is retained by the personnel office.

If the Exit Clearance form is not available at the time the STD 680 is completed, the pending copy of the STD 680 will be flagged and the employee's supervisor must be advised, in writing by the personnel assistant, that final pay will not be released until a completed Exit Clearance form has been received. Form AO-281 is available for this purpose. The supervisor is then responsible for working with the employee to complete the form as quickly as possible. If the Exit Clearance form still has not been received when the pay is issued by the State Controller's Office, the warrant disposition sheet to release pay will not be processed, and the unit manager is to be advised that the warrant has been received but will be held until the Exit Clearance form is received in

the personnel office. If the unit manager fails to respond, the Deputy Chief of Management Services in the region (or the personnel officer for Sacramento based employees) will be notified, in writing by the personnel assistant, that a warrant is being held until a completed Exit Clearance form is received. Form AO-281 is available for this purpose.

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[\(see Forms or Forms Samples\)](#)