



Office of Human Resources

March 4, 2021

MEMORANDUM

TO: Morgan State University Employees
FROM: Armada W. Grant, AVP of Human Resources
RE: Clearance Procedures

Morgan State University implemented two sets of clearance procedures: One set of procedures is for employees leaving the University and the other is for employees transferring from one University department to another or transferring from one building or office to another.

It is the responsibility of the transferring employee to assure that property belonging to the current department is returned as required. Keys, for instance, should be returned to the Physical Plant Department. Laptops, cell phones, tablets, etc. must be returned to the appropriate administrative offices. Any financial indebtedness to the University must also be cleared with the Bursar's Office. These are only examples of the types of property that must be returned whether the employee is leaving the University, transferring to another department within the University or transferring from one building or office to another. When an employee transfers within the University without following the clearance procedures, the employee might find him or herself in debt for lost items when leaving the University and delaying the payment of any eligible accumulated leave.

Employees with questions regarding the clearance procedures may contact Debbie Duran in the Office of Human Resources at Debbie.duran@morgan.edu.

Thank you.