

EMPLOYEE RESIGNATION AND RETIREMENT PROCEDURES

Employee

1. Notify your supervisor/principal in writing of your intent to end your employment. Include the date of your last day and if you wish, the reasons for leaving.
2. Send a copy of your termination letter to the Human Resource Office for your personnel file and to have an exit questionnaire sent to you.
3. The completed exit questionnaire is returned to HRD. The data will be compiled and the information used to better manage issues in the District. The information will not be filed in the employee's personnel file.

Supervisor/Principal

1. Once your employee has notified you of their termination, complete a change form and send to the Human Resources Office. This will enable HR/Finance Office to begin the final pay process and to send out COBRA information to eligible departing employees.
2. Complete a requisition form, if you plan to replace the individual, and send to the Human Resource Office.
3. Review the Termination Checklist with the employee to collect District equipment and property.
4. Send the Termination Checklist to Human Resources for the employee's personnel file.
5. Reference the Hiring procedure for replacement personnel.

Human Resources

1. Once HR is notified of an employee termination, an exit questionnaire will be sent to the employee. Termination data will be compiled and reported annually.
2. After receiving a completed and approved requisition form, HR will begin the recruiting process coordinated with building management (including any internal job posting).
3. Termination Checklists, signed by the employee, will be filed in the terminating employee's personnel file.
4. Upon receipt of the termination list from the individual building administrator, Human Resources will follow-up to make sure an exit questionnaire has been sent and that all district property has been returned. The terminated employee's check will be held for pick-up at the Central Office until the supervisor/principal has completed a Termination Checklist ensuring that all District property has been returned. Human Resources will then pull the employee's file and archive.

Business Office

1. Once the Change form is received from the Supervisor/Principal, indicating the termination date of the employee, final pay will be generated by payroll and appropriate notification given to accounting for any budget adjustments.
2. A list of all terminations will be generated quarterly for review with Human Resources.