

Voluntary Separation from District (Resignations from Employment)

Notice

Absent a contrary provision governed (1) by individual or group employment agreement, (2) other Board Policy or Administrative Regulation specific to a classification of employees or (3) as otherwise required by law, the District will accept, without prejudice, the resignation of any employee provided written notice is given at least two (2) weeks in advance of the planned resignation date. Any resignation given in lieu of termination will be immediate.

The resigning District employee will submit written notice to their immediate supervisor and the District at least two (2) weeks prior to the planned resignation date.

Termination Checklist

The District will complete the requirements as listed on the Employee Separation/Exit Form (See “Attachment A”).

Discharge of Resigning Employee

An employee may be asked to leave before the end of the notice period if performance deteriorates or has already deteriorated to an unacceptable level or if it would be in the best interest of the District from either a morale perspective or a security perspective in terms of confidential information to require the employee to leave immediately.

Final Pay Calculation

Final pay calculation is governed by the terms of any applicable collective bargaining agreement or other group or individual contract. Subject to the terms of an applicable collective bargaining agreement or other group or individual contract, employees who resign are entitled to their base pay up to and including the resignation date. This applies even if the employee is asked to depart prior to their intended resignation date, unless the employee is asked to depart early due to the considerations noted in the section entitled “Discharge of Resigning Employee” above.

If notice is provided under the section entitled “Notice” above, then the employee also shall be paid for earned, but unused vacation and personal days, if any, up to and including the resignation date to be paid at base pay rate. Employees asked to depart early due to the considerations noted in the section entitled “Discharge of Resigning Employee” above are also entitled to earned, but unused vacation and personal days up to and including the original resignation date.

Employees who resign are not entitled to:

1. Payment for holidays where the employee had not worked the full scheduled day before and after the holiday.

2. Severance compensation in the absence of an express written agreement to pay severance.

The final pay will be issued in accordance with regular payroll processing or local or state laws if they impose more stringent requirements.

Cross reference:

Policy and Administrative Regulation 4032 (Separation for Cause)

EMPLOYEE SEPARATION/EXIT FORM

EMPLOYEE NAME _____ ID # _____

JOB TITLE _____ BLDG LOC _____

EFFECTIVE DATE OF RESIGNATION _____
(Please attach letter of resignation)

LAST ACTUAL DAY OF WORK _____

NOTIFICATION ROUTING		DATES
▪ LETTER OF RESIGNATION (or Termination)		<input type="text"/>
▪ NETWORK SERVICES (Network Adm)	Date Notified <input type="text"/>	Date Completed <input type="text"/>
▪ DATA SERVICES (Database Mgr)	<input type="text"/>	<input type="text"/>
▪ TELEPHONE (Phone System Mgr)	<input type="text"/>	<input type="text"/>
▪ ABSENCE MANAGEMENT (AM Mgr)	<input type="text"/>	<input type="text"/>
▪ BOARD AGENDA (HR – Instr)		<input type="text"/>
▪ BENEFITS NOTIFICATION (Benefits Specialist)		<input type="text"/>
▪ MAINTENANCE NOTIFICATION (ID badges/Prox cards)		<input type="text"/>
▪ PSERS INFORMATION (HR – Support Staff)		<input type="text"/>
▪ EMPLOYEE MANAGEMENT SYSTEM (HR)		<input type="text"/>
○ Terminate _____		
○ Inactivate Payroll Screen _____		
○ Vacate Position Control _____		
○ Enter Term Date for PIMS _____		
(PA Information Management System)		
▪ PAYROLL TOP SHEET (HR)		<input type="text"/>
▪ ATTENDANCE CLEARED (HR – Support Staff)		<input type="text"/>
▪ FILES MOVED TO INACTIVE WITH MEDICAL		<input type="text"/>
▪ ID/Prox Card/Keys collected by Supervisor		<input type="text"/>

EMPLOYEE SEPARATION – Building Form

EMPLOYEE NAME _____

BUILDING _____

	DATES
▪ ID BADGE (TO PERSONNEL)	<input type="text"/>
▪ KEYS RETURNED TO SUPERVISOR	<input type="text"/>
▪ PHONE/LAPTOP RETURNED (If applicable)	<input type="text"/>

*Please return this form to Human Resources when completed.
Thank you!*