

GENERAL CONDITIONS OF RECRUITMENT, SELECTION AND APPOINTMENT

ADMINISTRATIVE REGULATIONS

RESIGNATION/RETIREMENT

A. Deadlines

1. Resignations of teachers or school administrators which are to become effective between May 1 and August 31 shall be submitted not later than April 1.
2. Resignations to be effective at other times shall be submitted at least 30 days prior to date of separation.
3. Principals and vice-principals retiring from service at the end of a given school year shall be released as of June 30 rather than August 31.

B. Evaluation Upon Termination

An evaluation shall be completed for every employee who terminates his/her employment with the Department, except those retiring from service. Unless a normal evaluation period is applicable, such employees shall be evaluated prior to the effective date of separation.

C. Payment of Earned Summer Salaries (Ten-Month Employees Only)

1. Employees who resign before the close of school shall be paid their earned summer salaries in one lump sum as soon as possible after the effective date of resignation.
2. Employees who resign after the last teaching day in June have the option to:
 - a. continue to remain on an employment status up to August 31 and receive their summer salary payments in equal installments over July and August, or

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b. request in writing to the Office of Personnel Services the severance of their employment status and to receive their earned summer salary payments in one lump sum on June 30.

NOTE: The processing of lump-sum summer salaries requires proper payroll lead time; thus, those employees who do not submit their resignation by April 1 may be paid their lump-sum salaries at a pay period subsequent to June 30.

NOTE: Early severance of employment status on June 30 results in the early termination of employee benefits such as health fund and life insurance. Refer to individual plans for more coverage information.

Revised 9/1/70; Amended 10/74; Amended 6/86

PROCEDURE: RESIGNATION

REFERENCE: REGULATION #5112

FORMS : PERSONNEL FORM 190 (SEPARATION FROM SERVICE)
PERSONNEL EVALUATION FORM (APPROPRIATE FORM)
SF-5A (NOTIFICATION OF PERSONNEL ACTION)

RESPONSIBILITIES:

1. EMPLOYEE

- a. Informs supervisor of impending resignation as soon as possible.
- b. Submits four copies of Form 190 to supervisor at least thirty days prior to date of separation, or submits by April 1 if resignation is to be effective between May 1 and August 31.
- c. Contacts the Employees' Retirement System to arrange for desired disposition of his/her contributions.

2. SUPERVISOR

- a. Completes appropriate section of Form 190 and forwards all copies to district superintendent/assistant superintendent within three days upon receipt of form.
- b. Completes appropriate evaluation form and reviews it with resigning employee prior to the effective date of the resignation (normal evaluation periods may be used if applicable). Requests employee's signature on evaluation form and forwards to district superintendent/assistant superintendent within three days.

3. DISTRICT SUPERINTENDENT OR ASSISTANT SUPERINTENDENT

- a. Process Form 190 and evaluation report.
- b. Distributes Form 190 as per distribution instructions on Form.

4. OFFICE OF PERSONNEL SERVICES

- a. Processes and distributes SF-5A.
- b. Files Form 190 and evaluation report in employee's folder.
- c. Sends inactive employee's folder to Archives.

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