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| Category: 7000 PERSONNEL | Policy Number: 7585 |
| Policy Title: RESIGNATION/TERMINATION NOTIFICATION & CHECKOUT | Effective Date: February 8, 2006 |
| <p>Notice of resignation or termination from any position within the District shall be in writing. The resignation letter should give proper advanced notice and state the intended termination date. Vacation time is not considered part of the advance notice.</p> <p>When an employee changes status by transfer, resignation, retirement, or termination, the supervisor shall complete the Employee Checkout Form. If district property or keys to district facilities are not returned, the district may take legal means to recover the cost of having to re-key the building or replace said property.</p> <p>The employee's final paycheck will be issued the sooner of the next regular payday after the last day of work or within 10 days of separation (excluding holidays and weekends).</p> <p>Terminating employees are encouraged to participate in a confidential exit interview. The main purpose of such interviews will be to determine the causes for employee turnover and to be sure all district property has been returned. In addition, the exit interview is intended to help the terminating employee determine the status of his or her group insurance, social security and retirement benefits.</p> <p><u>Certified Personnel:</u></p> <p>Notice of resignation and/or termination of certificated personnel shall be according to district policy.</p> <p><u>Classified Personnel:</u></p> <p>The district reserves the right to terminate any classified employee at any time, with or without cause. A classified employee may also terminate his/her employment at any time; however, the district requests a classified employee give two weeks notice in writing, if possible.</p> <p>Reference: Policy 7115, "Suspension of Teaching Contract" Policy 7120, "Employment Contracts" Policy 7129, "Release from Contract" Policy 7142, "Early Retirement of Certificated Employee" Policy 7144, "Reduction in Force" Policy 7205, "Classified Employee: At-Will Employment" Procedure 7585p, "Resignation/Termination Checkout Procedure" Procedure 7585f, "Resignation/Termination Checkout Form"</p> <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p> | |

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| Category: 7000 PERSONNEL | Policy Number: 7585p |
| Policy Title: RESIGNATION/TERMINATION CHECKOUT PROCEDURE | Effective Date: February 8, 2006 |

When a supervisor or administrator learns of an employee's intention to terminate employment, they should visit with them regarding the following checkout procedures. They should also notify the district office staff so that the proper steps might be taken for termination of benefits, return of property, and the posting of the job position.

- Each terminating employee shall submit a resignation in the form of a letter to his/her immediate supervisor. The resignation letter should give proper advanced notice (according to policy) and state the intended termination date. Vacation time is not considered part of the advance notice. The resignation letter will be forwarded with the necessary paperwork to the district office.
- A Resignation/Termination Checkout Form must be completed and properly signed off by the appropriate supervisors. All district property must be returned (for example, keys, books, credit cards, equipment, cell phones, ID badges, computer and software materials, etc.)
- If district property or keys to district facilities are not returned, the district may take legal means to recover the cost of having to re-key the building or replace said property.
- The Supervisor should remind the terminating employee that all files, documents, and computer files are district property and cannot be destroyed, removed, modified, or copied without direct supervisory approval. The Technology Specialists should be notified of terminating employees (and of new employees).
- Terminating employees are encouraged to participate in a confidential exit interview. The main purpose of such interviews will be to determine the causes for employee turnover and to be sure all district property has been returned. In addition, the exit interview is intended to help the terminating employee determine the status of his or her group insurance, social security and retirement benefits.

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| Category: 7000 PERSONNEL | Policy Number: 7585f |
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This form is to be completed by the terminating employee's supervisor, administrator and the district business manager. All blanks should be initialed or listed non-applicable.

Employee Name: _____

Last Day of Work: _____

SUPERVISOR/ADMINISTRATOR:

- _____ Letter of Resignation with intended date of termination received. (Two weeks notice requested)
- _____ Business Office notified so that separation paperwork and final paycheck are in process
- _____ Technology Personnel notified
- _____ Keys* to desk, classroom, building, etc. returned
- _____ District property* (i.e. computers and/or software, tools, cell phones, books, etc.) returned
- _____ ID cards or parking tags (if appropriate) returned
- _____ Teachers (or Administrators) should also complete and attach the forms used for annual Check-out (Forms available from District Office, if necessary)

DISTRICT OFFICE:

- _____ Status of benefits explained
- _____ Written permission for reference checking _____
(Employee Signature)
- _____ Address Change? _____
- _____ Privacy Request: Please Do Do Not release my address information. _____ (Emp. Initial)
- _____ Credit cards returned and purchase orders closed out as appropriate
- _____ Post new position? Yes _____ No _____ (Administrator/Superintendent)
- _____ Notice to Board of Trustees

*** If district property or keys to district facilities are not returned, the district may take legal means to recover the cost of having to re-key the building or replace said property.**

