

ADMINISTRATOR'S CHECKLIST **FOR TERMINATION/RESIGNATION/RETIREMENT**

Complete appropriate termination paperwork or resignation form as follows and submit to Human Resources Services.

To complete termination paperwork, follow the guidelines outlined in 'Leadership Team Administrative Guide' on HR/Labor Relations web page.

After completion of the process, scan and attach in an email or fax termination paperwork to HR/Labor Relations Office at 636-3280. Send copies of letters to Labor Relations.

Prepare the resignation form, on the Human Resources forms index page, for employee's signature. Affix administrative signature and scan and attach in an email or fax completed form to the HR Employment Specialist for your school or department. Send originals through courier to the Employment Specialist in Human Resources.

An employee must be scheduled to attend a retirement meeting prior to signing a Retirement Form. Once complete, the Retirement Office will fax the form to the school or department.

Any use of Personal Charged to Sick (PSK) or Vacation (VAC) beyond the last day of active work must be approved in writing by the Associate Superintendent of Human Resources Services.

Checklist for Exit Interview

- Submit Resignation Form or Termination Letter with completed evaluation form to Human Resources Services.

- Complete Department of Education Teacher Exit Interview on all instructional staff. Administrator may access CrossPointe and select panel H530 panel H537.

- Collect Keys / Badge / ID Card.

- Collect all district property, *i.e.* cell phone, laptop, walkie-talkie, uniforms, etc.

- Notify Help Desk in ET to disable data access and email.