

Milton Town School District

Procedure

D9-P: EMPLOYEE RESIGNATION & SEPARATION PROCEDURE

1. **NOTICE (RESIGNATION/SEPARATION):** The employee shall notify his/her immediate supervisor regarding termination of employment with the District. This notice must be in writing, state the last day of work and be signed by the employee. A sample resignation letter may be used to provide written notice. The sample letter is located on the “L” drive, “DST” folder, Human Resources and also in the Human Resources folder in FirstClass. .

The supervisor will notify the Human Resources Department by submitting the employee’s letter of resignation and by submitting a completed Separation (sample letter is located on the “L” drive, “DST” folder, Human Resources and also in the Human Resources folder in FirstClass). In the case of para-educators, once the Letter of Resignation and Separation Form have been received, the Human Resources Department will notify the Assistant Director of Student Services.

2. **SEPARATION FORM:** The employee’s immediate supervisor will provide the separating employee with a copy of a Separation Form to be completed prior to the employee leaving District employment. The employee and the employee’s immediate supervisor shall complete their respective sections and return the form to the Human Resources Department prior to the employee’s last day of work. The employee shall return all District property (ID Badge, keys, computer, etc.) to the immediate supervisor on or before the last day of work.

3. **SEPARATION MEETING:** There is a great deal of important information to discuss and several decisions to be made at the time of separation. The employee will contact the Human Resources Department to arrange a meeting to review the following:

- Retirement
- ERISSA – Health insurance continuation
- Last Pay Period
- Update mailing information

At this meeting, the employee may also wish to participate in an Exit Interview described below.

4. **EXIT INTERVIEW:** Upon separation from District employment, an employee is encouraged to contact the Human Resources Department to schedule an exit interview. The purpose of the exit interview is to share any ideas, concerns, or thoughts about working for the District. No records of the interview will be filed in the employee’s personnel file.

5. **EXIT INTERVIEW QUESTIONNAIRE:** If the employee does not wish to participate in an Exit Interview, the employee will be given an Exit Interview Questionnaire with a postage paid envelope and asked to complete and return the questionnaire.

**Milton Town School District
42 Herrick Avenue
Milton, VT 05468**

Employee Resignation Form

Name:

Position:

Date Written:

School or Department:

District MES
Buildings & Grounds

MMS
Food Service

My final date of employment will be:

My reason for resigning is:

I certify that this resignation is executed by me voluntarily and of my own free will.

Employee Signature _____

Date _____

Supervisor Acknowledges receipt:

Supervisor Signature _____

Date _____

Submit this form to the Human Resource Department on the date signed.

**Milton Town School District
Human Resources
Employee Separation Checklist – Supervisor Portion**

Employee Name:
Employee ID Number:
School or Department: MES MMS MHS District
Position Title:
Supervisor:
Separation Date:

Supervisor Is Responsible For Completing:

- 0 Supervisor must submit on-line request to have employee's secured access to the building is disabled by notifying Lyall Smith in the Maintenance Department.
- 0 Cancel specific software/server/shared files access (user accounts - email, SMS/WinSchool, VCAT account, scheduling software, list serves, websites, etc.) Human Resources will notify the IT Department once the letter of resignation has been received.
- 0 Remind the employee to remove MTSD licensed software if they have it installed on a personally owned system. Licensing is only valid during employment.
- 0 Transfer of ownership of all active and archived files or libraries.
- 0 Voice mail account deleted.

Supervisor Is Responsible For Collecting The Following Applicable Items And/Or Address The Following Issues:

- 0 Obtain letter of resignation or retirement from the employee. The sample letter is located on the "L" drive, "DST" folder, Human Resources and also in the Human Resources folder in FirstClass.
- 0 Keys (office, building, cabinet, desk, vehicles, other).
- 0 Card Keys (office, building, other).
- 0 Master keys.
- 0 Badge/ID (office, building, other).
- 0 Keyless entry account changed.
- 0 Equipment at home returned (computers, laptops, printers, modems, etc.).

- 0 Documentation/manuals – software manuals, procedure manuals, etc.
- 0 Tools/equipment/safety equipment.
- 0 Fuel card.
- 0 Parking Permit.
- 0 Phone Credit Card.
- 0 Cell phone and accessories.
- 0 Pager(s) and/or radio(s).
- 0 PDA's (e.g. Palm Pilot, Blackberry, Cameras, Laptop, iPods).
- 0 If authorized purchaser, contact suppliers and vendors to cancel employee as authorized purchaser.
- 0 Cancel any signature authority.
- 0 Department specific property.
- 0 Submit all final travel reimbursements.
- 0 Submit all final timesheets and leave requests.
- 0 Department issued uniforms.

Supervisor's Signature

Date

INSTRUCTIONS – Employee Separation, Supervisor Portion

For employees that are departing the District, supervisor to provide the Employee Separation Information Sheet to the departing employee immediately upon notification of resignation or retirement.

The Supervisor should complete the following Employee Separation Checklist for terminating employees. The purpose of the checklist is to document procedures to revoke secured access privileges and secure all equipment. The supervisor needs to follow the checklist to ensure a smooth transition and to provide for the continuation of any benefits/services the employee may need. The supervisor should initiate this form and start completing it as soon as the departure notice is received from the employee.

**Milton Town School District
Human Resources
Employee Separation Checklist**

EMPLOYEE SEPARATION INFORMATION:

- 0 All outstanding fees or balances (course advances, insurance premium payments travel advances, library, etc) have been settled. Outstanding balance may be deducted from last paycheck.
- 0 Cancel any meetings or out of District activities that are scheduled prior to the last day of employment to work with your supervisor to achieve a smooth transfer of duties.
- 0 Update your home mailing address so you can receive future correspondence (final paycheck, W2, benefit information, etc.)
- 0 Benefits: I have been advised to meet with a representative from the HR Department (T. Mazza at ext.1166) to discuss benefit and payroll options.

Your coverage of benefits will terminate unless you are a benefit eligible retiree. You may be eligible to continue to purchase certain benefits after you leave. Upon loss of coverage for you and/or your eligible dependent(s) a COBRA notification packet will be mailed to you and/or your eligible dependent(s) within 14 days of the date the Human Resources Department receives official confirmation of an employee's separation from employment. The law requires that this packet be sent by mail to the last known address of the employee and/or the employee's eligible dependent(s).

- 0 I have removed all personal files from District servers and computers.
- 0 I have informed my supervisor of the location of job related files and made those files accessible to my supervisor.
- 0 I have been provided an opportunity for an exit interview.

Employee Signature:

Date:

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42 Herrick Avenue
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EXIT INTERVIEW QUESTIONNAIRE

Please take some time to complete this questionnaire. The purpose of the questionnaire is to provide you the opportunity to share your ideas, thoughts and concerns in relation to your work with the District upon your separation from employment. The results of this questionnaire for informational purposes and will be used to inform decisions related to employment practices. This questionnaire will not be placed in your personnel file. . Your participation in this process is voluntary and information that you provide will help us to grow as an organization. Please complete the questionnaire and return it in the envelope that has been provided.

Employee Name:

Position:

School or Department:

Date:

1. What are you going to do next?

2. If other employment:
 - What attracted you to your new job?

 - How does the new job differ from your current one in terms of job expectations?

 - Benefits?

 - Compensation?

3. Could you explain what led you to your decision to leave your position?

4. Under what conditions would you have stayed?

5. What did you like most about your position?

6. What did you like least about your position?
7. Were the expectations for the position made clear to you during the hiring process?
8. Does the job description accurately describe job expectations?
9. Did you receive adequate training and orientation for the position? If not, please describe areas where additional orientation and or training would have been helpful.
10. Are there any changes to our employment practices that you would recommend?
11. Do you have suggestions for how we might improve working conditions within the District?
12. Is there anything else you would like to share?
13. If you have concerns have you shared them with your supervisor?

Thank you for your participation in the process. Your comments and suggestions are appreciated.

Date Warned:

Date Adopted:

Legal Reference(s):

Cross Reference: