Human Resources
(408) 201-6015 x51015

Employee Separation Checklist

Employees who are separating from employment (typically resigning or retiring), can use this checklist in addition to submitting the required Notice of Separation. CLASSIFIED: Typically two weeks' notice of resignation is considered appropriate and will provide your school site/department with the necessary time to coordinate with Payroll and Benefits. CERTIFICATED: Notice of Separation date will be the last day of school upon fulfillment of your contract (185 days). Please feel free to contact Human Resources with any questions or concerns.

If You Are Retiring:

- ❑ Meet with a CalPERS/CalSTRS representative (to determine your optimal retirement date)
- ❑ Once your retirement date has been decided, follow steps below for "All Employees Leaving the District"

All Employees Leaving the District:

- ❑ Complete the Notice of Separation form and give to your Supervisor for signature
- ❑ Deliver the signed Notice of Separation form to your HR Specialist
- ❑ Read your union contract/association agreement to understand your rights and responsibilities
- ❑ Read the Employee Benefits Handbook for a description as to how your health benefits will conclude

On Your Last Day of Work:

- ❑ Return keys to the Secretary at your school site
- ❑ Return ID badge/business cards to the Secretary at your school site
- ❑ Return all District equipment and property (cell phone, laptop, etc.) to the Secretary at your school site
- ❑ Submit your final Attendance Report to your Supervisor
- ❑ Clear your voicemail messages and update the greeting
- ❑ Set up out-of-office message on your email stating "no longer with MHUSD" and who to contact instead

You Can Then Expect to Receive:

- ❑ Notice from HR about any health benefits you have; how to continue coverage, cost, guidelines, etc.
- ❑ Final paycheck will be mailed (not direct deposited)