

Employee Exit Procedure

1. Immediately upon receiving notice of an employee leaving his/her position, the building administrator will inform the Human Resources Coordinator and Superintendent of Schools.
2. In an email or letter of resignation, employee is required to state the date in which the resignation will become effective. Such communication will be forwarded to the Human Resources Coordinator.
3. The building administrator is responsible for collecting all district owned property to include computer(s), electronic devices and materials used to carry out the employee's responsibilities during employment. Building keys/FOBS/badges will be collected at the time verbal notice is announced.
4. Building administrator or immediate supervisor will ensure that the employee has completed all required paperwork and submitted to appropriate personnel prior to departure.
5. The Human Resources Coordinator will prepare a letter to the departing employee outlining a final payroll calculation and insurance benefits to include COBRA options, if applicable. A copy of the letter is provided to the building administrator only if the employee has been overpaid and reimbursement is necessary.
6. In the letter noted above, the Human Resources Coordinator will offer the departing employee an opportunity to schedule an exit interview with the building administrator and/or HR Coordinator.
7. Departing employee personnel and benefit files will be purged and stored electronically on a central office server.