

## Kannapolis City Schools Resignation Form

Employee:

Full Name \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
Street City State Zip Code

New Mailing Address (if applicable): \_\_\_\_\_  
Street City State Zip Code

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

All Current Positions: \_\_\_\_\_ Hours/day \_\_\_\_\_ School/Department \_\_\_\_\_

I hereby tender my resignation in Kannapolis City Schools to take place at the end of the day on: \_\_\_\_\_

My reason for resigning is (describe in words please): \_\_\_\_\_

Please check one of the following that best describes your reason for resigning:

- |   |  |
|---|--|
| <input type="checkbox"/> Retirement: Full (66)      Reduced (68)<br><input type="checkbox"/> Re-employed Retired Teacher Resigning<br><input type="checkbox"/> Dismissed<br><input type="checkbox"/> Did not obtain or maintain license (56)<br><input type="checkbox"/> Temporary contract ended – Not rehired<br><input type="checkbox"/> Non-renewed – Probationary contract ended<br><input type="checkbox"/> Moved to a non-teaching position in education in another LEA or Agency<br><input type="checkbox"/> Resigned – in lieu of dismissal<br><input type="checkbox"/> Resigned – To teach in another NC public school system (58) Name of system: _____<br><input type="checkbox"/> Resigned – To teach in a NC charter school (70)<br><input type="checkbox"/> Resigned – To teach in a NC non-public/private school (71) | <input type="checkbox"/> Resigned – To teach in another state (62)<br><input type="checkbox"/> Resigned – End of VIF term<br><input type="checkbox"/> Resigned – End of Teach for America term<br><input type="checkbox"/> Resigned – Dissatisfied with teaching (63)<br><input type="checkbox"/> Resigned – Career Change (63)<br><input type="checkbox"/> Resigned – Family responsibility/child care (57)<br><input type="checkbox"/> Resigned – Family Relocation (61)<br><input type="checkbox"/> Resigned – To continue education/ take a sabbatical (60)<br><input type="checkbox"/> Resigned – Because of health/Disability (64)<br><input type="checkbox"/> Resigned – Moving due to Military Orders<br><input type="checkbox"/> Resigned – Reason unknown<br><input type="checkbox"/> Resigned – Other Reasons (65)<br><input type="checkbox"/> Deceased – (For Central Office Use Only) |
|---|--|

*Please present both pages of this form, signed, to the principal or site supervisor to whom you are assigned. If you are concerned about giving 30 days' notice, please send a copy to Human Resources as well. Notice does not begin until this resignation form is received by HR. For licensed positions, NC law stipulates at least 30 calendar days' notice. License revocation is allowable when acceptable notice is not given. Employees who provide less than 30 days' notice will not receive prorated supplement payments and may jeopardize future district employment.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor:  
 I acknowledge this resignation with the understanding that the employee's last day on payroll will be \_\_\_\_\_  
 \_\_\_\_\_ Post this position as: \_\_\_\_\_  
 \_\_\_\_\_ Do not post this position  
 \_\_\_\_\_ Hold employee      \_\_\_\_\_ Do not hold employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources:  
 Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Last day on Payroll: \_\_\_\_\_ 408 Updated: \_\_\_\_\_ Vacancy Posted: \_\_\_\_\_

## Kannapolis City Schools Resignation Form

- Notify your supervisor as soon as possible to give time for finding your replacement.
- Be sure you have been approved for your new position; resignations from KCS are final.
- Classified staff must give a 14 day notice when resigning. It is the discretion of the supervisor to release the employee prior to 14 days.
- Certified staff with contracts must, by law (G.S. 115C-325), give thirty (30) days notice to break or end a contract. Failure to give a 30 day notice, unless you are released by the school system from your contract early, could result in the suspension of your North Carolina teaching license for the remainder of the school year. Notice does not start until the official resignation form is received in the Human Resources office.
- For all certified staff, a thirty (30) day notice is required to receive any prorated local supplement beyond that already paid.
- HR **requires** you complete both pages of this KCS Resignation Form even if you have submitted a signed letter of resignation. A completed form provides us with useful information as we process your transition.
- Current Career Status (Tenure), if held, is lost when you resign from the district.
- Unused Annual, Bonus, Sick and Personal Leave balances for employees going to a new LEA, or other accepting agency, will be transferred to the new district or agency. Unused Annual and **eligible** Bonus Leave balances for employees not going to an accepting agency will be paid out. (For Bonus Leave eligibility, please contact Human Resources.) Unused Sick and Personal Leave balances will be held for up to five (5) years and can be transferred or reinstated as appropriate during that window.
- Any applicable longevity pay for non-certified staff will be prorated.
- Any final pay amounts after your resignation may be issued in a check rather than by direct deposit; this is at the discretion of the payroll department. If a balance is owed for any reason, KCS can deduct from any final payout and apply it to that debt. Specific questions regarding the amounts and dates for payment should be addressed directly to them.
- State Health Plan coverage for employees resigning during the school year will end based on the employee's pay schedule and resignation date. A ten-month employee resigning at the end of the school year is covered for health insurance through August 31, if they have accepted employment with another district with SHPNC for the fall. Coverage for certified staff not going to a position with SHPNC in the fall will end on June 30. Coverage for non-certified staff not going to a position with SHPNC in the fall will end on July 31. Any prorated amounts collected for summer premiums will be applied or refunded as appropriate. By law (G.S. 135 48.44(d)(4)), if the employee is not employed by another State covered employer under SHP at the beginning of the next school year, the employee will refund to the ex-employer the amount of the employer's cost paid for them during the non-paycheck months. COBRA offers are sent by SHP.
- Supplemental benefits plan coverages for employees resigning during the school year will end on the last day of the month of termination. An employee resigning at the end of the school year is covered for applicable supplemental benefits through June 30.
- The life insurance provided by KCS terminates the month of your resignation date.
- Retirement funds with the Teachers and State Employees Retirement System (TSERS) remain with the system upon your resignation. The account remains the same with a new State employer participating in the State retirement plan. For more information about the retirement system and options available to you, please go to [mynretirement.com](http://mynretirement.com).
- Information for options available regarding balances in optional retirement accounts should be obtained directly from the company administering the fund.
- It is recommended that you print all online evaluations as they may become inaccessible once you leave the district.
- Email addresses are inactivated after resignation. Be sure to handle emails before resignation date.
- Be sure to leave your identification badge, keys, technology and other school property with an administrator from your school site or with Human Resources before your resignation date.
- New LEAs will send a request for leave balances, CEU credits and aggregate service requests. These are processed by Human Resources and returned to the new LEA in a timely manner.



Please initial below to indicate that you have read the above policies and recommendations.	
_____	_____
Initials	Date