

**Procedures**

If an employee terminates his or her employment with the District, the following steps should be followed:

1. Submit a dated and signed letter of resignation to immediate supervisor, indicating the last date of active employment.
2. Submit completed Exiting Employee Report form (employee portion) to immediate supervisor.
3. Submit completed Exit Benefits form online to make benefits changes.
4. Meet with the supervisor to review the Exiting Employee Report form and return all District keys, badges, books, property, and technology.

The supervisor shall:

1. Complete and submit a Personnel Action Notice (PAN) to the Human Resources Department, including the attachment of the signed and dated resignation letter.
2. Meet with the employee to review the Exiting Employee Report form and collect all District keys, badges, books, property, and technology.
3. Retain completed Exiting Employee Report form in campus personnel folder.

**Release from Contract**

Contract employees seeking release from employment with the District prior to the end of their contracts shall follow the procedures listed below:

1. Employee requesting release from their contract must discuss reason for leaving with their supervisor and provide a dated and signed resignation letter.
2. Approval for release from contract may be issued by the Human Resources Department only after:
  - a. The Superintendent or Assistant Superintendent of Human Resources has signed the resignation letter indicating approval of release.
  - b. A suitable replacement has been secured if needed.
3. The employee must submit the Employee Exit Survey form and submit the Exit Benefits form online.
4. The supervisor submits the PAN form to the Human Resources Department.

5. The District may refuse to release an employee from his or her contract if the resignation occurs within 45 days prior to the first day of instruction of the following school year.