



# Administrative Regulations

South San Antonio Independent School District

|                                     |     |
|-------------------------------------|-----|
| D – Personnel                       | DFE |
| Page 1 of 4                         |     |
| Resignations and Retirements - 2023 |     |

## GENERAL REQUIREMENTS

All resignations shall be submitted in writing to the Superintendent or other person designated by Board action in accordance with this policy. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

An employee may also resign by submitting a notification of resignation by U.S. mail, facsimile machine, electronic mail, District routing, or hand delivery to the human resources department. In the case of a resignation submitted by U.S. mail or District routing, the resignation shall be considered submitted when placed in the mailbox or out box. In the case of a resignation submitted by facsimile machine or electronic mail, the resignation shall be considered submitted when sent or transmitted by the employee. In the case of hand delivery, the resignation shall be considered submitted when delivered.

## AT-WILL EMPLOYEES

The Superintendent shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

## CONTRACT EMPLOYEES

The Superintendent or other person designated by Board action shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or other person designated by Board action.

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or other person designated by Board action. The Superintendent or other person designated by Board action shall either accept the resignation or submit the matter to the Board to pursue sanctions allowed by law.



# Administrative Regulations

South San Antonio Independent School District

## RETIREMENT

### GENERAL

An employee who decides to retire must follow South San ISD procedures and complete the requirements by the Teacher Retirement System of Texas. Adherence to the timelines listed in this procedure will help to establish the retirement benefits in a timely manner.

### TEACHER RETIREMENT SYSTEM DOCUMENTATION

1. The employee shall contact the Texas Teacher Retirement System (TRS) in Austin (1-800-223-8778) to request a copy of Request for Estimate of Retirement Benefits [TRS18]. This action should take place at least six months prior to the planned retirement date. The form may also be obtained from the TRS website: [www.trs.state.tx.us](http://www.trs.state.tx.us).
2. The employee shall complete the TRS 18 and return the form to TRS.
3. TRS will send the employee a packet or retirement information and forms. The employee should complete all TRS form at least three months prior to the planned retirement date to begin receiving retirement benefits in a timely manner. The employee must provide the following information along with the TRS forms:
  - a. Copy of employee's birth certificate.
  - b. Employee's social security number.
  - c. The following information for the primary beneficiary:
    - i. Social security number
    - ii. Date of birth
    - iii. Birth certificate
    - iv. Complete permanent mailing address
  - d. The following information for the alternate beneficiary:
    - i. Social Security number
    - ii. Date of birth
    - iii. Complete permanent mailing address.
  - e. Requested effective date of TRS-Care health insurance.
4. If the employee has withdrawn TRS deposits or has out-of-state service or substitute work, the employee should contract TRS for assistance in verifying service eligibility to obtain TRS service credit for such work.
5. The employee must return the Notice of Final Deposit Before Retirement Form [TRS 7] to the Payroll Department. The TRS 7 will be completed by the Payroll Department after the employee received his/her final paycheck. No TRS benefits will be paid until the TRS 7 is completed by South San ISD and processed by TRS.

### PROCEDURES

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



# Administrative Regulations

## South San Antonio Independent School District

1. Submit Employee Resignation Notice via the Frontline software system and notify their principal or immediate supervisor.
2. Complete the exit tasks as assigned via the Frontline software system and return all District keys, ID badges, books, parking pass, electronics, and other district equipment to the appropriate supervisor and secure all necessary signatures on the Employee Clearance Form.
3. Submit executed Employee Clearance Form to the HR department on last day of employment.

The employee's principal or immediate supervisor shall ensure that all District property, ID badges, technology electronics, etc. are accounted for and collected and sign the Employee Clearance Form.

### **RELEASE FROM CONTRACT – MID YEAR**

Contract employees seeking release from employment with the District prior to the end of a school year shall follow the procedures listed below:

1. Employee must discuss reason for leaving with the principal or appropriate supervisor.
2. Obtain approval for release from the Human Resources Department only after:
  - a. The Superintendent or designee has approved release
  - b. A suitable replacement has been secured.
3. The District may refuse to release an employee from his or her contract if the resignation occurs during the school year or within thirty (30) days prior to the first day of instruction of the following school year.

### **REIMBURSEMENT OF LEAVE UPON RETIREMENT**

The following leave provisions shall apply to state and add local leave earned beginning on the original effective date of this program. An employee who retires from the District shall be eligible for reimbursement for state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee has at least ten years of consecutive service with the District and is eligible for retirement from the Texas Teachers Retirement System (TRS).
3. The employee provides written notice of intent to separate from employment at least four weeks prior to separation.

The employee shall be reimbursed for each day of state leave (up to 20 days) and all accumulated local leave at a rate established by the Board. The current rate is \$100 for non-exempt employees and \$200 for exempt employees. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.



# Administrative Regulations

South San Antonio Independent School District

---

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.