



ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

308-AR-1. EMPLOYEE RESIGNATIONS

All district employees must submit a written, dated and signed resignation, with required prior notice, to the Superintendent **or designee, in accordance with law and Board policy.**

Resignations must be submitted in writing to the Superintendent's office with acknowledgment of receipt **by the Superintendent or designee**, or by certified mail with return receipt requested.

**The Superintendent or designee's acknowledgement of receipt shall notify the employee that submission of the resignation is considered an acknowledgement that the resignation is finalized upon Board action.**

Exit Meeting

All individuals resigning from employment with the district will meet with a staff member of the Business Office to discuss final details regarding the employee's departure and applicable benefits, and to close out the employee's personnel file.

This meeting will include answers for the employee's questions and information about the following:

1. Final paycheck.
2. Medical/Dental/Vision/Life insurance, including COBRA requirements.
3. Social Security.
4. Retirement information, when applicable.
5. Annuity information, when applicable.

Final Paycheck

A resigning employee's final paycheck will be adjusted to reflect overpayments and underpayments based upon actual days and hours worked.

A resigning employee will receive **their** final paycheck on the next regular payday after the last day work, in accordance with the district pay cycles.

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