

GCQC-EA

EXHIBIT

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Separating and Retiring Employees

Procedures and forms for employees leaving the District are provided below.

The school/department administrator shall ensure that the employee who is separating or retiring from the District completes an Exit Interview process, and do a final check-out at the Human Resources department for authorization to release a final pay warrant.

Resigning

Individuals resigning from employment with the District are required to submit written notification to his/her supervisor with the reason(s) and effective date of resignation.

Certificated Employees

Certificated employees under contract are expected to complete the term of their contract prior to resignation. All resignations or requests to be released from contract shall be presented to the Governing Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement. The Governing Board may impose liquidated damages in the event a resignation or request to release from contract is made prior to completion of the term of the contract. A teacher who resigns contrary to this policy may be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

Classified Employees

Classified employees are encouraged to provide at least two (2) weeks' notice prior to resignation.

Steps to resigning from employment:

- A. Complete the Resignation Notice with employee supervisor and submit to Human Resources.

B. Contact appropriate Human Resources staff for appointments regarding leave balances, transferring of sick leave, and health benefit information.

C. Complete the Exit Interview Form and checklist with supervisor and report to Human Resources after all keys, books, materials, etc., have been returned to the supervisor.

NOTE: Final pay warrant will not be available to the separating employee until the Exit Interview Form has been completed by both the employee and his/her supervisor and walked into Human Resources for final approval.

Retiring

Individuals retiring from employment with the District are required to submit written notification to his/her supervisor with the effective date of retirement by completing the resignation or retirement notice.

~~Tips for making your transition into retirement easy:~~

A. Create an online account with Arizona State Retirement System (ASRS) and access the "Member Education" section of the portal for more information and to setup individualized one-on-one sessions with a representative.

B. Consider discussing with the District the possibility of continuing employment after retirement.

C. Complete the Exit Interview Form and checklist with supervisor and report to Human Resources after all keys, books, materials, etc. have been returned to the employee's supervisor

Upon resignation or retirement of the District Superintendent, the Governing Board may choose to conduct an exit interview. All District property, including but not limited to keys, computers, cell phone, etc., must be given to the District Secretary on the last working day, regardless of contract end date.

Termination

Terminated employees must complete exhibit GCQC-EB Employee exit from employment checklist. Supervisory staff should use discretion in determining whether or not the exit interview process is completed.