

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 308-AR-1. EMPLOYEE RESIGNATIONS

All district employees must submit a written, dated and signed resignation, with required prior notice, to the Superintendent in order to terminate an employment contract with the district. The resignation must specify the date upon which the resignation will be effective.

Resignations must be submitted in person to the Superintendent's office with acknowledgement of receipt or by certified mail with return receipt requested.

All resignations submitted by district employees must comply with the terms specified in the applicable employment contracts.

The Superintendent is authorized to accept all district employee resignations on behalf of the Board. The Superintendent will report all employee resignations and their acceptance at the next regular Board meeting.

A resignation received and accepted by the Superintendent is irrevocable.

### Required Notice

Certificated and tenured administrative and professional employees must submit a resignation notice at least sixty (60) days prior to the date the resignation becomes effective.

Noncertificated administrative and support employees must submit a resignation notice at least two (2) weeks prior to the date the resignation becomes effective.

### Exit Meeting

All individuals resigning from employment with the district will meet with a staff member of the District Office or a building principal to discuss final details regarding the employee's departure and applicable benefits, to close out the employee's personnel file and to conduct an exit interview.

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 for any unused, earned vacation credit.

A resigning employee will receive his/her final paycheck on the next regular payday following the date of termination.

**PENN MANOR SCHOOL DISTRICT**

**Administrative Procedures for Professional Resignation/Retirement**

We believe that much can be learned from professional employees who decide to move on from their employment with Penn Manor. As you leave your employment with Penn Manor we ask that you complete the form below and schedule a brief conference with your building principal to review the contents. Part of the form's purpose is simply to insure a smooth transition for you and for your potential replacement. Another purpose is to solicit constructive recommendations that will help us improve our efforts for the future.

**Section One:**

**Exit Checklist:**

- \_\_\_ Keys returned (school and co-curricular)
- \_\_\_ Mobile technology returned
- \_\_\_ Letter of resignation/retirement sent to Superintendent (April 1 deadline for contract benefits)
- \_\_\_ Address change communicated
- \_\_\_ Tuition reimbursement status clarified
- \_\_\_ Last payment date clarified and amount verified
- \_\_\_ COBRA notification
- \_\_\_ Curriculum summaries returned to classroom
- \_\_\_ Review district office personnel file

**For Retirees Only:**

- \_\_\_ Appointment with Mr. Skrocki – healthcare procedures
- \_\_\_ Attend PSERS consultation appointment
- \_\_\_ Submit PSERS documentation

**Section Two:** (May be completed during exit interview with principal.)

Please rate these Penn Manor functions/services:

	<u>Good</u>	<u>Satisfactory</u>	<u>Poor</u>	<u>No Comment</u>
Technology Initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline Program/Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collegial Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Growth Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition Programs/Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuition Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Environment (Facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. What are your reasons for leaving Penn Manor?

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2. Please comment on what you liked best about your relationship with Penn Manor.

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3. Please comment on what you liked least about your relationship with Penn Manor.

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4. Do you feel there is effective communication among all levels within your department/school/district? Please make recommendations for improvement if improvement is needed.

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5. If you were able to begin again with Penn Manor, what would you do differently?

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6. What would you hope we would do differently?

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7. Additional comments:

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Employee Name: \_\_\_\_\_

Approximate Hire Date: \_\_\_\_\_

Exit Date: \_\_\_\_\_

Years of Penn Manor Service \_\_\_\_\_

Job Title \_\_\_\_\_

I have chosen not to participate in the exit interview process.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature