



Resignations/Retirement

Employees are required to contact Human Resources before resigning/retiring to ensure that the effective date of their exit affords an opportunity to discuss their final paycheck and, if applicable, retirement payment and other benefits. As a common courtesy, employees are encouraged to notify the District as soon as practicable when the decision had been made to resign/retire. Employees are expected to submit their resignation/retirement in writing to their immediate supervisor. The employee's supervisor will forward a copy of the written resignation/retirement to Human Resources for processing and record keeping purposes.

Employment Termination

Please refer to the respective collective bargaining agreement for language regarding required notification for termination.

All District keys, books, property, and equipment must be returned upon separation from employment. The District may withhold the cost of any unreturned items from the final paycheck.