

Resignation

7.08
Board Adopted
(07-21-95)

The Windham School District Board of Trustees authorizes the Superintendent of Schools or designee to accept employee resignations.

Resignation Procedures

7.08-1
(10-21-97)

Professional employees (contracted) shall direct a written letter of resignation to the Superintendent of Schools, with a copy to the immediate supervisor. If the Superintendent accepts the resignation, a copy of the resignation letter showing the date of acceptance will be provided to the resigning employee by the Personnel Department.

Paraprofessional employees (noncontracted) shall direct a written letter of resignation to their immediate supervisor. IF the supervisor accepts the resignation, a copy of the resignation with the date of acceptance will be provided to the resigning employee by the supervisor.

All original letters of resignation, with the acceptance date, shall be forwarded to the WSD Personnel Office.

Resignation Report

7.08-1.1

A resignation report shall be completed by the employee.

Retirement

7.08-2
(11-08-01)

Employees eligible for retirement in the Texas Teacher Retirement System are eligible for retirement in the school district.

Upon the decision to retire, the employee should contact the Windham School District Personnel Office if they wish to continue insurance coverage through the Employees Retirement System of Texas (ERS) after retirement. The employee must enroll prior to their retirement date. The last day of employment before retirement will be the last eligible date for enrollment in the insurance program. An employee hired before September 1, 2001 must have a minimum of ten years vested in the TRS/ERS Retirement System and have a minimum of 3 years with Windham to be eligible to continue with the insurance program. Employees hired on or after September 1, 2001 are eligible for insurance benefits only if the employee has at least 10 years of service participation in the Uniform Group Insurance Program. A retiree employed by Windham is not eligible for insurance coverage after termination.

Resignation

7.08
Board Adopted
(07-21-95)

Termination Requirements

7.08-3
(03-04-91)

The following requirements must be met by an employee upon his termination:

1. Return of I.D. card and name tag.
2. Clearance by the principal and the Human Resource Officer/Assistant Director for Personnel. Final pay checks may not be given to an employee who has not been cleared by personnel and may result in employee traveling to the Central Office for final pay check.
3. Return of all teacher supplies and equipment.
4. Return of meal card.

Final payment will not be made until such time as the employee has been properly cleared and released. A checklist containing the following items must be completed by the unit principal before the employee is cleared:

1. Verification that an approved letter of resignation, indicating date of last working day has been received in the Windham Personnel Office.
2. Resignation report, indicating date of last working day, received in Windham Personnel Office.
3. Verification of unit clearance.
4. Verification from unit that name tag and I.D. are in principal's possession.
5. Verification from unit that meal card is in principal's possession. Notification of any sick leave taken that may not have reached the Personnel Office prior to the last day of work.

The checklist should be submitted to the Personnel Office when completed.

NOTE: It is important that the last actual day worked on the unit corresponds with the effective termination day.