

Exit/Transfer Procedures

Cumberland County Schools

When employees **terminate, retire, resign, or transfer**, please complete the exit form information and have the employee sign off. Send the original to Human Resources at Central Services, and give one copy to the employee. Thank you!

Name of Employee

Terminate Resigned Retirement Transfer to _____

Last Day of Work:

School Email Address:

Employee Signature: _____ **Date:** _____

If resigning please circle the reason for leaving: Other Job/Moving/Dissatisfied with Job and/or Salary/Health/Family Responsibilities/Other _____ (please specify)

<u>Building Principal or Supervisor, please verify the following:</u>	
Retirement or Resignation Letter Received and sent to HR	<input type="checkbox"/>
School Building Keys Returned	<input type="checkbox"/>
Technology Returned (Laptops, computers, iPad, charging cords, etc.)	<input type="checkbox"/>
School Related Documentation Returned (gradebooks, student records, plan books, etc.)	<input type="checkbox"/>
Classroom or work space cleared and ready for new use	<input type="checkbox"/>
Inform Employee that email will be deactivated in 90 days including any Google Drive Shared files such as docs and sheets (unless an immediate termination is requested – contact Tech)	<input type="checkbox"/>
Employees Access accounts closed (state reporting, purchasing, etc.)	<input type="checkbox"/>
Health Insurance Ends as Follows: At the end of the month they terminate if employee resigns before the end of the fiscal year, or On August 31 st , if they completed the fiscal year for their contracted days. The employees portion of July and August premiums will be deducted from July 15 th paycheck. Or, By June 15 th the employee may also: 1) Write a check for the August share of their premium if they do not want it deducted. 2) Notify Finance in writing to cancel their insurance for August. <u>Both options must be received by June 15th to be effective.</u>	
A copy of this form has been given to the Employee	<input type="checkbox"/>
A copy has been sent to HR/ Central Services:	<input type="checkbox"/>
Principal or Supervisor Signature: _____ Date: _____	

HR will Forward to Tech Services:

Skyward Email EIS IMPACT TN SafeSchools TNCompass Payroll Siesta Inventory ePlan