# 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 (please specify)
- Job/Moving/Dissatisfied with Job and/or Salary/Health/Family Responsibilities/Other

### Building Principal or Supervisor, please verify the following:

- Retirement or Resignation Letter Received and sent to HR
- School Building Keys Returned
- Technology Returned (Laptops, computers, Ipad, charging cords, etc.)
- School Related Documentation Returned (gradebooks, student records, plan books, etc.)
- Classroom or work space cleared and ready for new use
- 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)
- Employees Access accounts closed (state reporting, purchasing, etc.)
- 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 31st, if they completed the fiscal year for their contracted days. The employees portion of July and August premiums will be deducted from July 15th paycheck. Or,
    - By June 15th 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. Both options must be received by June 15th to be effective.

### A copy of this form has been given to the Employee

### A copy has been sent to HR/ Central Services:

**Principal or Supervisor Signature:** ___________________________ **Date:** _________________

### HR will Forward to Tech Services:

- Skyward
- Email
- EIS
- IMPACT
- SafeSchools
- TNCcompas
- Payroll
- Siesta
- Inventory
- ePlan