



Procedures for Separation of Employment: Resignations, Retirements and Terminations

As soon as the site is aware of an employee's intent to separate from the district, the designated staff at the cost center shall:

1. Instruct employees who plan to retire to contact Retirement Services to complete an FRS retirement application and continuation of retiree benefits form.
2. Collect a signed and dated resignation or retirement letter from the employee. (New Requirement as of: 1/7/2021)
3. Collect a signed Separation of Employment and Leave Payout Designation Form from the employee.
4. Notify the Employee:
 - a. Sick and Vacation leaves will be paid within 30 days of separation.
 - b. An Exit Interview will be sent to the employee's Pasco email address and to the email address designated on the form. Only one survey needs to be completed.
5. Complete the Personnel Action Form (MIS #303).
6. All three forms (MIS 303, resignation letter, and sick leave accrual form) should all be scanned and uploaded together into TalentEd. Once the information is received by HREQ, the Staffing Specialist will initiate a Personnel Action for termination, and the link for the Exit Interview will be sent directly to the employee.

Important: Please note the timely submission of resignation/retirement paperwork is critical to avoiding overpayments, meeting the 30-day deadline for payouts, ensure timely processing of exit interviews, and ensuring all electronic access to the staff and student systems are turned off immediately after separation.

On or before the last day of employment, the designated staff at the cost center shall collect from the employee:

1. District-issued photo identification badge.
2. Keys that have been issued to the employee.
3. Money or Procurement Cards (P-Cards).
4. Equipment, books, documents, records, and any other District property under the care of the employee.