

Process for Resignation/Retirement

1. FOR RETIREMENT: Nothing is formal unless/until Stephani Decker gets the reimbursement form that requires a binding signature from retirees. If the employee is resigning: HR must receive a resignation letter.
2. For audit purposes, HR needs a letter from the retiree/resignee that includes the date the letter is written, the last day worked, and a signature of the employee. It can be faxed or scanned to HR.
3. This action will trigger an email from HR to the employee with a resignation/retirement packet that has to be completed before the employee's last day. The packet includes: 1) Notice of intent to resign/retire, 2) Release of final paycheck, 3) Exit Interview, and 4) Request for Service Records. This packet will also be available on the HR page of the FISD website, and will be available in the principal's office at each campus.
4. The employee will be instructed to turn in the entire packet to his/her supervisor/director/principal.
5. Employees will also receive a checklist of things they have to complete before their last day of employment. HR will send this as a separate email approximately 3-5 working days before the last day of employment. This email will include a reminder to turn in the packet to the supervisor, and other end-of-employment tasks the employee needs to complete.

FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT

NOTICE OF INTENT TO RESIGN OR RETIRE

NAME: _____

CAMPUS/DEPARTMENT: _____

POSITION: _____

SOCIAL SECURITY #: _____ XXX-XX-_____

PERMANENT EMAIL ADDRESS: _____

THIS IS MY NOTICE TO: (Check One)

Resign

Retire (Retirees must also contact Stephani Decker's office)

Last Day To Be Worked: _____

Reason for Resignation: _____

YOUR LAST PAYCHECK WILL BE VIA DIRECT DEPOSIT

PERMANENT MAILING ADDRESS: _____

Signature of Employee Date

Received by: _____ Date: _____

Administration Office Use Only:

Technology Notified Exit Interview Papers Release of Final Paycheck

Exit Interview Completed: Signature of EDHR: _____

Friendswood Independent School District RELEASE OF FINAL PAYCHECK		
<input type="checkbox"/>	Principal	<input type="checkbox"/>
<input type="checkbox"/>	Human Resources	<input type="checkbox"/>
<input type="checkbox"/>	Payroll	

Campus or Dept: _____

	<u>XXX-XX</u>
Employee Name (legal name)	Social Security Number

Supervisor: This employee has submitted a formal letter of resignation / retirement. The employee has been informed that he/she must complete an Exit Interview form. Any last minute changes in sick days or docked days will be reported to Human Resources.

I am including the Exit Interview Form.

Principal or Director	Date

- HR:**
- The Exit Interview Completed
 - Release the final check

Executive Director of HR	Date

EMPLOYEE EXIT INTERVIEW
Return to Human Resources

PERSONAL DATA:

Name _____ Job Title _____

Campus/Dept _____ Dates Worked _____ From _____ To _____

Forwarding Address:

Street _____ Permanent Phone Number _____
City _____ State _____ Zip _____ Permanent Email Address _____

Type of Separation: (please check)

- Resignation Retirement Nonrenewal Extended Disability RIF Discharge Other
- ___ With notice
- ___ Without notice

Resigned due to the following reason: (please check)

- Retirement Family Obligations Return to School
- Maternity or Medical Failure to remove certain deficiency Enter field outside education
- Moving Transfer of Spouse Dissatisfaction with Job (please comment)
- Inadequate salary Accepting another teaching position (Location:) _____

Other reasons or comments: _____

PLEASE READ:

- An exit interview can be held with the HR Director at your request. Please make an appointment and allow 30 minutes for the interview.
- Please complete the Personal Data section above and all of page 2, and give both pages of this form to your principal/supervisor to complete the Office Use section below. Your principal/supervisor will forward both pages of the form to the HR office.
- No paychecks for terminated or resigned employees may be released on campus or in department offices.
- Employee must notify the Payroll Office in person or in writing regarding change of address.
- If retirement funds are requested, a TRS form in the Payroll Office must be completed.
- I will be notified of my right to continuation of health insurance coverage under COBRA.

I have read and understand the above statements

SIGNATURE

This section to be completed by Principal or Supervisor.

REASON FOR SEPARATION: (IF EMPLOYED OUTSIDE EDUCATION, STATE TYPE OF WORK.) WRITE ON BACK IF NECESSARY.

IF RESIGNATION, HOW MUCH PRIOR NOTICE WAS GIVEN? _____

IF TERMINATION, GIVE REASON: _____

ANY INDICATION OF JOB DISSATISFACTION: _____

REEMPLOYABLE? YES WITH RESERVATION NO **KEYS & SWIPE CARD TURNED IN?** YES NO

SCHOOL BADGE RETURNED YES NO **TECHNOLOGY EQUIPMENT RETURNED** YES NO

DATE

SIGNATURE OF PRINCIPAL OR SUPERVISOR

EMPLOYEE EXIT INTERVIEW FORM

EMPLOYEE NAME: _____

QUESTIONNAIRE:

❖ HOW WOULD YOU RATE YOUR EXPERIENCE IN THE FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT WITH REGARD TO THE FOLLOWING? PLEASE CHECK THE APPROPRIATE BOX.

	EXCELLENT	GOOD	FAIR	POOR
WORKING RELATIONSHIP WITH YOUR SUPERVISOR				
COOPERATION WITHIN DEPARTMENT				
COOPERATION WITH OTHER DEPARTMENTS				
ADEQUACY OF JOB ORIENTATION AND TRAINING				
WORKLOAD				
PHYSICAL WORKING CONDITIONS				
AVAILABILITY OF MATERIALS/EQUIPMENT				
EVALUATION PROCEDURES				
RECOGNITION ON THE JOB				
EMPLOYEE BENEFITS				
COMMUNICATION WITHIN THE DISTRICT				
CENTRAL ADMINISTRATION SUPPORT				
COMMUNITY SUPPORT FOR DISTRICT				
OVERALL EXPERIENCE WITH FISD				

COMMENTS: _____

1. WHAT FACTORS MADE YOUR EMPLOYMENT A POSITIVE EXPERIENCE WITH FISD? _____

2. DO YOU HAVE ANY COMMENTS OR SUGGESTIONS TO IMPROVE FISD? _____

3. WOULD YOU RECOMMEND FISD TO OTHERS AS A PLACE TO WORK?
 YES WITH RESERVATIONS NO

 SIGNATURE OF EMPLOYEE

 DATE

 RECEIVED BY

 DATE



Friendswood Independent School District Employee Records Request

Name: _____

Previously Used Names: _____

Social Security Number: XXX-XX- Employee ID# _____

Phone Number: _____ Years of Service _____ to _____

Signature: _____ Date: _____

Current Employees

**Certifications may be retrieved from the official web site (www.tea.state.tx.us) using your log in.*

- Unofficial Service Records (for certification purposes only)
- Unofficial Transcripts
- Employment Verification Letter

Prior Employees

**Official Service Records will be released 30 Days after your last duty day.*

- Official Service Records – Please indicate resignation date: _____
- Transcripts

Please indicate how you will retrieve your request:

Mail to the following Address:

Your Name:/School District

Street Address

City State Zip Code

Fax To: _____

I will pick up my request in person within 48 hours of call

Comments: _____

***Pick up only* - Signature** _____ **Date:** _____

Mail: Friendswood ISD 302 Laurel Dr Friendswood, Tx. 77546	Email: (completed form) ltunnell@fisdk12.net
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