

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

4.244 RESIGNATION

SECTION 4.244.1 Resignation Procedure

Employees wishing to resign in good standing shall submit a Resignation Request (Form P-116) as far in advance as possible of the intended effective date of such resignation.

All District property in the possession of a separating employee shall be returned to the issuing department prior to the effective date of the resignation. Failure of the employee to comply with the above may result in a delay of the issuance of a final pay warrant.

The issuance of a final pay warrant may be delayed in order to assure proper payment reflecting actual time worked prior to separation.

Implementation

1. Employee:
 - a. Completes Form P-116 and submits it to appropriate manager/supervisor prior to effective date of resignation. (Form P-116 available from school secretary or Personnel Support Services.)
 - b. Returns District property in possession of the employee to issuing school or department.
2. Manager/Supervisor:
 - a. Receives Form P-116 and forwards to Personnel Support Services.
 - b. Returns District property in possession of the employee to issuing school or department.
3. Personnel Support Services/Payroll:
 - a. Receives Form P-116; places on Board agenda for ratification.
 - b. Sends letter to employee providing pertinent information regarding issuance of final pay warrant, application for retirement benefits, and conversion of insurance coverage.