

**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**

**4.3 CLASSIFIED PERSONNEL**

**4.320 EMPLOYEE SEPARATION**

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**SECTION 4.320.1 Resignation/Retirement**

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 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 Services.
  - b. On employee's last working day, assures the return of any District property in possession of the employee.
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.