

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 500: PERSONNEL

Section 501: General

501.12.1 Exit Procedures for Employees

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The goal is to have a smooth yet timely flow between HR, Payroll, and Technology in processing exiting employees from all SSJCSS systems.

- A.. Procedures for ALL exiting employees:
1. HR Manager receives notification of an employee separation via:
 - resignation letter,
 - letter of intent to retire, or
 - documentation to support involuntary separation
 2. HR Manager sends letter to all exiting employees stating that the board has or will approve their termination/retirement/resignation. The letter also:
 - States when insurance will terminate,
 - contains documents for those employees eligible for life insurance to convert the policy (optional),
 - notifies the exiting employee that cobra information related to medical/dental insurance will be forthcoming from the cobra provider.
 3. HR Manager shares the resignation letter or termination documents with the business office, board secretary and the technology coordinator.
 4. HR Manager completes insurance termination forms, except in the case of retiring employees.
 5. Technology Coordinator notifies the exiting employee of the inventory items which must be returned to the Technology Department (e.g. IPADS/Laptops/Cell Phones).
 6. HR Manager conducts an Exit Interview with all Exiting Employees whenever possible.
 7. Technology Coordinator handles termination of email account, voice mail, etc.
 8. On last day of employment, HR Manager meets with employee to collect remaining technology, forms, key fob, etc. and answer remaining questions.

- B. Additional Procedures for Retiring employees
1. The following forms are provided to retiring employees to complete if applicable:
 - Beneficiary form
 - Decline life coverage
 - Early Retiree Procedure Memo
 - EE Side by Side Guide
 - ER Change Form
 - Hartford 2012 Conversion Approximate rate info
 - Medical options revised
 - Election revised
 - Written Notice revised
 - Employerview.hartfordlife Life LTD conversion
 - Retiree Enrollment Form
 - Supplemental Memo
 - VSP Change Form