

RESIGNATION/RETIREMENT OF CLASSIFIED EMPLOYEE WORK INSTRUCTIONS (CLS-W001)

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE

- 1.1 This work instruction outlines the process for a resignation or retirement of a classified employee.

2.0 RESPONSIBILITY

- 2.1 Classified Employment Representative

3.0 APPROVAL AUTHORITY

- 3.1 Assistant Human Resources Director
- 3.2 Human Resources Director
- 3.3 Chief Human Resources Officer

4.0 DEFINITIONS

- 4.1 CMCSS – Clarksville Montgomery County Schools
- 4.2 MUNIS – Database
- 4.3 Personnel Actions – Monthly notification of actions made for employees
- 4.4 School Property - Such items may include, but are not limited to, keys, uniforms, shoes, radios, tools, software, swipe cards, ID badge, etc

- 5.0 **WORK INSTRUCTION:** The action taken when a classified employee resigns or retirements from CMCSS.

ACTUAL WORK INSTRUCTIONS ARE PASSWORD PROTECTED

6.0 ASSOCIATED DOCUMENTS

1. Administrative Policy ([HUM-A048](#))
2. Departmental Procedures ([HUM-P009](#)) and ([BEN-P004](#))
3. Resignation form ([HUM-F030](#))
4. Retirement form ([BEN-F011](#))
5. Letter (Resignation/Retirement)
6. Employee Handbook – ([HUM-M001](#))
7. Personnel file

7. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/11/08		Initial Release

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