



## **OUT PROCESSING A PERMANENT EMPLOYEE PROCEDURE (HUM-P009)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for Out Processing a resigning/retiring permanent employee.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Human Resources Staff

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Human Resources Director

### **4.0 DEFINITIONS:**

- 4.1 HR: Human Resources
- 4.2 Personnel Actions: Audit trail to document employee data.

### **5.0 PROCEDURE:**

- 5.1 Employee submits written resignation/retirement to Human Resources.
  - 5.1.1 Employee who is resigning submits form [HUM-F030](#).
  - 5.1.2 Employee who is retiring submits form [BEN-F011](#) (ref. [BEN-P004](#)).
- 5.2 Human Resources Director or Assistant Director approves and forwards resignation/retirement to appropriate HR personnel.
- 5.3 A MUNIS Personnel Action is completed with necessary information and is transmitted to the Business Office.
  - 5.3.1 Classified staff issued uniforms, keys, radio/chargers, computers or computer equipment/software, etc. will have a hold placed on their final paycheck until all school equipment/property is accounted for.
  - 5.3.2 All staff is required to return the school ID badge.
  - 5.3.3 Payroll is notified to release final check when all school equipment/property has been returned.
- 5.4 Resignation/retirement is added to Personnel Actions.
- 5.5 Notification letter is forwarded to employee.
  - 5.5.1 Certified staff receives original superintendent copy of their teaching licenses.
- 5.6 Copy of notification letter, teaching licenses and original resignation/retirement are filed in personnel file.
- 5.7 Personnel file is moved from active to inactive placement in file room.



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### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Resignation letter ([HUM-F030](#))
- 6.2 Employee Retirement ([BEN-P004](#))
- 6.3 Retirement Form ([BEN-F011](#))

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Resignation & Retirement Documentation	Personnel File	Indefinitely	Permanent	Secured Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/10/03		Initial Release
5/09/05	A	Clarify scope, add retirement throughout, add 5.1.1 & 5.1.2, remove termination from 5.6, add 6.4 & 6.5, update flowchart
3/05/07	B	Update to MUNIS & revise flowchart

### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***

# Out Processing A Permanent Employee Flowchart

