



Certified Employee Separation Procedure (HR-P013)

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to separate a certified employee at the Washoe County School District.

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

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent in Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Specialist

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 EMPSMSTR – Employee Master Screen in the Bi-Tech Database
- 4.2 SEPRINFO – Separation Information in the Bi-Tech Database
- 4.3 SCHPAY – School Pay
- 4.4 Contract/Leave Payoff Salary Calculator: Excel formulas

5.0 PROCEDURE:

- 5.1 HR is in receipt of a letter from the certified employee resigning their position.
 - 5.1.1 The technician forwards a copy of the letter to HR Administrative Assistant for submission to the board.
- 5.2 The HR Technician calculates the contract pay off salary. (see Payoff Calculator)
- 5.3 The technician resigns, terminates, or retires the employee on the EMPSMSTR screen for close out.
 - 5.3.1 A new School Pay screen is created to reflect the pay off salary.
 - 5.3.2 End dates and effective dates are entered into the Bi-Tech System to reflect the date of resignation.
- 5.4 The Technician fills out the Employee Insurance Eligibility Form and forwards the white copy to Risk Management.
- 5.5 If employee didn't complete entire year, make any adjustment to sick leave by submitting the Certified Time & Attendance Adjustment Form to payroll.
- 5.6 The technician enters a Separation Screen.
- 5.7 A letter is drafted for the employee explaining the salary payoff.
- 5.8 A copy of the letter is given to the payroll coordinator.



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5.8.1 The Payroll Coordinator will give approval of figures, the letter is given to HR Specialist for final signature.

5.8.2 Original is sent to employee, a copy is put into the employee's personnel file.

5.9 The pay card is pulled and the date of resignation is entered.

5.10 Pay card and file are put in the separation section of the Personnel Files.

6.0 ASSOCIATED DOCUMENTS:

6.1 Employee Insurance Eligibility Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee Insurance Eligibility Form	HR Personnel files	99 years	Discard as desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/11/06	A	Initial Release
9/11/06	B	Added definition 4.4; added reference note to end of 5.2; deleted 6.2.
4/25/07	C	Updated Record Retention Table

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