



WINDHAM SCHOOL  
DISTRICT

**NUMBER:** SD-07.08  
**DATE:** April 6, 2017  
**PAGE:** 1 of 3  
**SUPERSEDES:** WBP-07.08  
multiple dates 1995-2001

# **SUPERINTENDENT DIRECTIVE**

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**SUBJECT:** RESIGNATION OR RETIREMENT

**AUTHORITY:** Windham Board Policy (WBP)-03.02, “Windham School District Superintendent Responsibilities and Authority”

**APPLICABILITY:** Windham School District (WSD)

## **EMPLOYMENT AT WILL CLAUSE:**

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent’s authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent’s authority to terminate a noncontract employee at will.

## **POLICY:**

The following procedures describe the resignation and retirement process for employees voluntarily separating from employment with the WSD.

## **PROCEDURES:**

- I. Resignation Procedures
  - A. All resigning employees shall direct an email or a written letter of resignation to their immediate supervisor, giving two weeks notice (if possible) and indicating the date of their last working day.
  - B. The supervisor shall sign and date the resignation and provide a copy of the signed and dated resignation to the resigning employee.

- C. All original letters of resignation shall be forwarded to WSD Human Resources and shall be approved by the superintendent.

## II. Retirement Procedures

- A. Employees eligible for retirement in the Teacher Retirement System of Texas (TRS) are eligible for retirement in the WSD.
- B. Upon the decision to retire, employees shall direct an email or a written notice of retirement to their immediate supervisor, giving two weeks notice (if possible) and indicating the date of their last working day and whether they are retiring through the TRS or the Employees Retirement System of Texas (ERS).
- C. The supervisor shall sign and date the letter of retirement and provide a copy of the signed and dated letter to the retiring employee.
- D. All original retirement letters shall be forwarded to Human Resources and approved by the superintendent.
- E. The Human Resources benefits coordinator will contact eligible retiring employees concerning the continuance of their insurance coverage through ERS.

## III. Separation of Employment Requirements

The following will be completed by the supervisor before the employee is cleared to separate employment:

- A. An approved letter of retirement or resignation, indicating date of last working day, has been received in Human Resources;  
  
NOTE: It is important that the last actual day worked corresponds with the effective separation of employment day.
- B. The employee's I.D. has been obtained by the supervisor;
- C. All equipment, supplies, and keys have been returned; and
- D. All leave has been entered and approved.

## IV. Final Payment

- A. Money owed to the WSD may be deducted from the employee's last paycheck.
  - 1. Once the Business Office has received notice of an employee's resignation or retirement, the final pay is calculated based on the number of days worked from September 1 until the time of separation of employment. If separation from employment occurs before the end of the school year, the

employee may be owed more or less than the regular monthly pay amount (since that is an averaged amount paid over twelve months).

2. The daily rate value of unaccrued leave days shall be deducted from the employee's final paycheck when an employee, who has taken more leave days than accrued, ceases to be employed by the WSD.
- B. If notice of the required deduction is not received before payroll is processed and an employee is overpaid, an invoice will be mailed to the employee for the amount of overpayment.
- C. The final payment issued upon resignation or retirement will be mailed to the home address on file for the employee.

Signature on file  
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Dr. Clint Carpenter, Superintendent  
Windham School District