



## Human Resource Services

### Resignation and Retirement

Resignations and retirements should be given with sufficient notice to the school site or department to allow for an effective transition. When an employee decides to terminate, the Resignation/Retirement Form (PSL-F008) must be completed and sent to Human Resource Services as soon as possible. Employees should also fill out the PSL-F196 Exit Interview Questionnaire and forward to Human Resource Services.

Please refer to PSL-F203 Resignation and Retirement: Site Checklist of Items to be Returned/Notifications for a listing of items that employees must turn to site administrator.

For those employees who have signed a "Notice of Intent to Return," there is a contractual agreement that has been created and can impact the acceptance of a resignation. In such cases, a resignation must be submitted prior to June 30<sup>th</sup>, otherwise it is at the discretion of the district to accept it.

For employees who are retiring, it is essential that they advise the appropriate administrators of their retirement preferably six months prior to their retirement.

- State Teachers' Retirement System (STRS):  
call (800) 228-5453, or visit the website: [www.calstrs.com](http://www.calstrs.com)
- Public Employees Retirement System (PERS):  
call (888) 225-7377, or visit the website: [www.calpers.ca.gov](http://www.calpers.ca.gov)
- Social Security:  
call (800) 772-1213, or visit the website: [www.ssa.gov/retire](http://www.ssa.gov/retire)



#### Notification of Employee Death Procedure

If a school site or department receives notification that an employee has passed away, they should either:

- Provide the Benefits Office with the following information: name, social security number, date of death, relative to call for information about the deceased, relative's phone number; or
- Refer the calling individual to the Benefits Office at (916) 643-9432.

A Notification of Death will be sent from the Benefits Office to the following: Chief Business Officer, Administrative Services; Benefits; and Payroll.