

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 WORK INSTRUCTION: THE ACTION TAKEN WHEN A CLASSIFIED EMPLOYEE RESIGNS OR RETIRES FROM CMCSS

1. Classified employee will submit voluntary resignation in writing to their immediate supervisor in advance of the effective date of the resignation. The classified employee will also fill out and submit the resignation form ([HUM-F030](#)) to their immediate supervisor.
2. The Supervisor/Principal will sign off on the form and submit it to their classified representative.
3. The classified representative will verify the employee has indicated the last day expected to work, signed, and dated the appropriate form ([HUM-F030](#)).
4. The classified representative will submit the form to the Chief Human Resource Officer (CHRO), Director of Classified Employment, or designee for approval.
5. If the resignation form is due to retirement, add the employee's information to the shared google doc list of annual retirees (name, address, years of service, position, date of hire, location, phone number, and effective date of retirement) to be used in May for the Retirement Recognition Ceremony.
6. The classified representative composes the appropriate letter and mails it to the employee indicating the approval of the resignation/retirement, request of all school property to be returned and that charges will be deducted if not returned.
7. The classified rep will then enter a personnel action into Munis.
 - a. Go to Personnel Action Entry within Munis and select the add button along the top of the MUNIS screen (which is the plus sign).
 - b. Enter the employee Munis number and then tab.
 - c. Enter the effective date of resignation/retirement and then tab.
 - d. Tab past the authorization date (do not enter anything into the authorization date)
 - e. Enter the appropriate Action Code (TERM-TERMINATION) and then tab.
 - f. Select the appropriate Reason/Authorization code (this should be indicated on the resignation form) and tab down to Action Number.
 - g. Enter 1 as the action code (1 is for classified employees) and tab down to the comment box.
 - h. In the comment box, you will indicate what position control number they are vacating, whether it is retirement or resignation, the location employee worked at, and make a note if they will need to return their employee ID and/or property loaned.
 - i. EX 1 for Resignation: 73558 @ RGES, NEEDS TO RET ID/PROP
 - ii. EX 2 for Retirement: 74222 TO RETIREMENT TRANS- NEEDS TO RET ID
 - i. Press accept at the top
 - j. Click on the "Detail" circle at the top of the screen.
 - k. Click into "Employee Master Main" and then click on the "Dates" tab. Click update and enter the termination date in the "Terminated" field and enter the appropriate code (reason listed on resignation form or retirement) and click accept.

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- i. If there is already a date in the “terminated” field, you will move that date and the code up to the “Inactive” field and then proceed with completing the “terminated” field.
- l. Click on the “Address” tab and verify the address listed matches the address the employee put on the retirement/resignation form. If it is different, complete an address change form ([HUM-F073](#)) and notify the Benefits office.
- m. Click back and then click on “Employee Pay”. It will open up multiple records. Double click the current base pay screen record (the pay, 5th column, will be 150).
- n. Click update and put the retirement/resignation effective date under the position end date and the pay end date. You will also go into the “Civil Service” tab and under status put TERM-TERMINATED PEND LAST PAYCHECK then click accept.
- o. Click back twice and hit Release in the top right-hand corner. You will be asked “Release this action for approval?” and you will select “YES”.

ASSOCIATED DOCUMENTS

Departmental Procedures ([HUM-P009](#)) and ([BEN-P004](#))

Resignation form ([HUM-F030](#))

Retirement form ([BEN-F011](#))

Address Change Form ([HUM-F073](#))

Letter (Resignation/Retirement)

Employee Handbook – ([HUM-M001](#))

Personnel file