

ADMINISTRATIVE POLICY

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

RETIREMENT OF EMPLOYEES

It is the policy of the Clarksville-Montgomery County School System (CMCSS) that employees who wish to retire give appropriate notice to their immediate supervisor regarding their intent to retire. Appropriate notice for certified staff is considered to be at least thirty (30) days in advance of the effective date of retirement, in accordance with the Tennessee Education Laws Annotated. Appropriate notice for classified staff is considered to be at least two-weeks in advance of the effective date of retirement. Employees qualifying for the retirement insurance benefit are required to provide separate notice pursuant to the benefit guidelines.

Associated Document(s): Tennessee Education Laws Annotated
[BEN-F011](#) Retirement
[BEN-F032](#) Retirement Insurance Benefit

Implementing Procedures: [BEN-P004](#) Employee Retirement

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/04/05		Initial Release
3/11/09		Reviewed, no revisions
3/04/13	A	Add requirement for separate notice for retirement insurance benefit.
4/2/15		Reviewed, no changes
3/22/17		Added BEN-F011 and BEN-F032 to associated documents.

End of Policy