



**OUT PROCESSING A PERMANENT
EMPLOYEE PROCEDURE (HUM-P009)**
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for Out Processing a resigning/retiring permanent employee.

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

2.0 RESPONSIBILITY:

- 2.1 Human Resources Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Director (CHRO)
- 3.2 Director of Certified Employment
- 3.3 Director of Classified Employment

4.0 DEFINITIONS:

- 4.1 HR: Human Resources
- 4.2 Personnel Actions: Audit trail to document employee data.

5.0 PROCEDURE:

- 5.1 Employee submits written resignation/retirement to Human Resources.
 - 5.1.1 Employee who is resigning submits form [HUM-F030](#).
 - 5.1.2 Employee who is retiring submits form [BEN-F011](#) (ref. [BEN-P004](#)).
- 5.2 CHRO, or designee approves and forwards resignation/ retirement to appropriate HR personnel.
- 5.3 A MUNIS Personnel Action is completed with necessary information and is transmitted to the Business Office and Benefits Office.
 - 5.3.1 Staff issued uniforms, keys, radio/chargers, computers or computer equipment/software, etc. will have a hold placed on their final paycheck until all school equipment/property is returned.
 - 5.3.2 All staff are required to return the school ID badge.
 - 5.3.3 Benefits associate prepares and forwards a letter to employee detailing the benefits to which the employee is currently enrolled. This letter provides information regarding benefit termination dates and options for possible continuance. A copy of the letter is filed in the personnel file.
- 5.4 Notification letter is forwarded to employee.



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5.5 Copy of notification letter and original resignation/retirement are filed in electronic personnel file.

5.6 Personnel file is moved from active to inactive placement in file room.

6.0 ASSOCIATED DOCUMENTS:

6.1 Resignation letter ([HUM-F030](#))

6.2 Employee Retirement ([BEN-P004](#))

6.3 Retirement Form ([BEN-F011](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Resignation & Retirement Documentation	Personnel File	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/10/03		Initial Release
5/09/05	A	Clarify scope, add retirement throughout, add 5.1.1 & 5.1.2, remove termination from 5.6, add 6.4 & 6.5, update flowchart
3/05/07	B	Update to MUNIS & revise flowchart
1/15/13	C	Update titles, logo, and add 5.3.4. Change 5.4 to state "Termination added to spreadsheet for certified staff."
2/6/13	D	Update Flowchart
10/7/16	E	Removed 5.3.3 and 5.5.1.
9/18/17	F	Removed references to Human Resource Director. Updated 5.3.1.
8/9/18	G	Added 3.3. 5.2, changed DEQ to designee. Deleted 5.4, renumbered subsequent parts. Updated flowchart.
9/10/20	H	Updated 5.5 to reference electronic personnel file
5/24/23	I	Updated titles to Director of Certified Employment and Director of Classified Employment. Updated document references and links.



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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

***** End of Procedure *****

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