

Exit/Long Term Leave Policy and Procedure

All separating employees/Board Members shall return all school district material, and sign the Exit Process Checklist. Separations include retirements, dismissals, reduction in force, non-renewals, transfers, and resignations.

I. Exit Procedures:

- A. Resignation, retirement and transfers: If an employee decides to leave employment with Ohio County Schools, it is expected that he employee provide at least 30 days notice when possible. Upon the approval of the Ohio County Schools Board of Education, the employee will receive written confirmation of the retirement, resignation, or transfer from the Office of the Superintendent.
- B. Termination, reductions in force, non-renewals: The Superintendent of Schools shall provide all employees to be terminated or non-renewed with proper notice in accordance with West Virginia State Laws.
- C. Long Term Leave (Medical or Sabbatical): The employee requesting a long term leave shall make a written request to the Human Resources Department. Upon Board approval, the employee will need to work with their direct supervisor to make all necessary arrangements for a substitute to be able to perform duties during the absence.
- D. Out-Processing Procedures: Upon receipt of a notice of vacating employment, the employee's supervisor shall schedule a meeting for out-processing activities. The Exit Process Checklist should be used for

the meeting and possible follow-up. Matters to be reviewed or collected at this time include but are not limited to:

- Keys and or Key Fobs
- Identification Badges
- Computer access authorization codes to any school, state, federal system or electronic program
- District credit cards
- District provided equipment, including laptops and other computer equipment, tools, clothing, and vehicles.
- Items purchased with faculty senate funds
- Manuals and other proprietary school/county related data and/or information
- Any signed out equipment
- Removal of personal items from the workspace

E. Ending/Transition Benefits will be coordinated with the Human Resources Department.

- Employment Benefits end on your last day of the month in which your last day of employment falls. Terminating employees will receive a letter from the Business Office with information about benefits if applicable.
- Final Paychecks are issued in alignment with the county pay cycle or as state mandated.
- A forwarding address will be required.

F. Failure to comply with exit procedures may result in disciplinary action.

Ohio County Schools
Exit Process Checklist

Employee _____ Position _____

Building _____ Supervisor _____

Retirement/Resignation/Transfer/Termination Date _____

_____ Return Keys/Key Fobs

_____ Return Identification Badges

_____ Return District provided equipment:

_____ Credit Card

_____ Cell Phone

_____ Technology (computer, lap top, Ipad)

_____ Faculty Senate Materials

_____ Other signed out materials

_____ Notify appropriate computer personnel for purposes of
computer authorization

_____ Return all manuals and access information to supervisor

Employee Signature/Date

Supervisor Signature/Date

Forwarding address:
