

Tiospa Zina Tribal School Exit Checkout List

Employee Name: _____

Position: _____ Final Day of Employment: _____

The following tasks must be completed at Exit of employment prior to June 21, 2023. Please complete each of the listed tasks and verify completion with initials of appropriate person. Submit the completed form to the Human Resources Director or Supervisor for final review, signature, and processing.

Initials _____

Item 1. Mailing address, telephone number, and email address information **to HR Office** _____

Item 2. Return Cell Phone/accessories **to HR office** (if applicable) _____

Item 3. Return Laptop/other electronic devices (Teachers- iPad) and accessories to
the technology department (if applicable) _____

Item 4. Clean out office space with a copy of workspace inventory to **Supervisor.** _____

Item 5. Keys for any school facilities or vehicles **check in with Human Resources.** _____

Item 6. Documentation Binder **returned to Sped. Director** (if applicable) _____

Item 7. **Teachers:** Curriculum Maps, Lesson Plans (written or digital) turned
into **Supervisor** _____

Item 8. Travel Report/Receipts (**See Central Office Exec. Sec. – Louella C.**) _____

Other: _____

Policy and Contract Summary:

Leave balance: up to 120 hours of accumulated leave benefit will be paid at current estimated hourly rate. If you have been employed with Tiospa Zina for 15+ years then you will also receive up to 200 hours of leave paid at \$5.00/hour. Leave payout will be the final, current school year, May pay period.

***\$500.00 Breach of Contract Fee:** If you resigned before May 1, 2023, after you signed a contract for the upcoming school year, then please either submit your \$500.00 payment to the accountant prior to the final, current school year, May pay period, or understand that the penalty amount will be withheld from you that pay period.

***Up to 10% Breach of Contract Fees:** Per signed contract details and date of resignation after April 30, 2023. Financial obligation in lieu of Breach of Contract must be paid in full to the SWSB within 30 days of the breach of contract. If no financial obligation is made, the SWSB will file a complaint with South Dakota Professional Teachers Practices and Standards Commission for violation of the Code of Professional Ethics.

(*Pertains to certified staff – as stated in employment contract)

I hereby certify that all required checkout list items have been satisfactorily completed and that I understand both leave payout and breach of contract processes. *Please submit this completed form to the Human Resources office for employee file.*

Human Resources Director/ Supervisor Date

Employee Date

Office Use Area:

Completed *original* Exit Checkout list **to HR office:**

HR Review Date