

CLOVIS UNIFIED SCHOOL DISTRICT

PERSONNEL

Certificated, Classified, Administrative and Supervisory

SEPARATIONS – RESIGNATIONS, RETIREMENT, AND LAYOFF

PURPOSE: To outline the processes and procedures associated with employee separation and the acceptance of District employee resignations.

A. Resignation

The Board authorizes the Superintendent or designee to accept the resignation of any employee. Acceptance of the resignation shall be effective at the time of receipt by the Superintendent or designee.

The date of acceptance shall be documented by the Superintendent or designee on the resignation submitted by the employee and shall be followed by a letter to the employee from the Superintendent or designee. The Board shall ratify employee resignations during the course of regularly scheduled meetings.

Employee resignations may not be rescinded. Individuals wishing to return to work for the District must reapply and participate in the interview process required. If an individual is recommended for reemployment by the District, the candidate must receive fingerprint clearance prior to resuming employment in the District.

B. Retirement

Employees planning to retire should notify the Human Resources Department at least six months prior to their intended retirement date, if possible.

Retirement Compensation

Upon initial employment, classified employees shall become members of either the Public Employees' Retirement System (PERS) or a part-time employee retirement program as approved by the Omnibus Budget Reconciliation Act of 1986 (OBRA) and the OASDI (social security) as provided by law. From that time on, the contributions will be made by payroll deduction. The amount of social security contributions is set by the federal government. The percentage deducted from an individual employee's earnings may vary from year to year. The District also contributes a similar amount of money that goes toward providing benefits at the time of retirement.

Retirement is typically between the ages of sixty and sixty-five. An employee may be eligible to retire at age fifty, if the employee has had five years employment with the schools or some other governmental agency that belongs to the PERS. Part-time employees eligible for OBRA-approved retirement may retire at any age and receive specified contributions. At age sixty-two an employee is eligible for social security benefits.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

The actual amount of retirement income that an employee will receive will depend upon the employee's length of service and salary both in PERS or OBRA approved program and social security.

In the event of death before retirement, the employee's beneficiary(s) will receive all the contributions made to the employee's Retirement Fund. PERS covered employee's beneficiary(ies) will receive one month's salary for each year of current service as a member (maximum 6 months salary). If the PERS eligible employee's death occurs after retirement, the beneficiary(s) will receive a death benefit in addition to the regular retirement income or the will settlement that the employee authorized. The beneficiary(s) may also be entitled to social security benefits, as a survivor or dependent.

If the employee should sever employment with the schools before being eligible to receive retirement income, the employee will receive, on request, specified contributions, plus interest. Social security contributions are not refundable but will stay on deposit and will be added to social security earned in other fields.

C. Lay Off

The Board reserves the right to terminate the employment of any employee when lack of work, shortage of funds, or economy measures make it necessary to reduce the number of employees.

Adopted: 03/11/1981

Reviewed: 09/26/2007, 08/13/2009

Amended: 01/25/1984, 05/13/1992, 05/10/2006, 09/22/2010, 10/21/2020 (BP 6601 renumbered as BP 4117.2, 4217.2, 4317.2; all contents of BP 6602 moved)

EDUCATION CODE

35161 Board delegation of any powers or duties

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 Power to accept resignation

CODE OF REGULATIONS, TITLE 5

80303-80304 Reports of change in employment status

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