

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-35
Subject: SEVERANCE OF EMPLOYMENT FOR PERSONNEL AND REFERENCES	Issued: 9/14/87
Preparing Office: Office of the Superintendent	Amended: 11/4/16

I. Policy 301

II. Procedures

A. Severance of Employment

1. For purposes of this regulation, severance of employment includes resignation, retirement, or termination without cause. Employee shall submit a letter or email of written notification of intent to leave employment to his/her supervisor and/or Human Resources department as outlined in negotiated agreements.
2. The employee is responsible for completing the *Status Change Form* found on FormFinder on the Intranet at InsideFCPS: <http://formfinder.fcps.org/> and submit to Human Resources.
3. The supervisor will complete the *Employee Exit Property Recovery Checklist* form prior to an employee's last day of work. This form can be found on Form Finder: <http://formfinder.fcps.org/>

B. Removal of Personal Belongings at Separation

On or before the last day of service, the employee will remove all personal belongings from Frederick County Public Schools premises. After 30 days, the employee's personal property will be considered abandoned by the employee and will be subject to disposal.

C. References and Recommendations

1. Employees who have left employment or who anticipate leaving employment with Frederick County Public Schools frequently request references and recommendations from various administrators and supervisors. Such requests vary from a simple confirmation of time worked and job assigned to lengthy questionnaires soliciting considerable information about the employee.
2. Please refer to *Guidelines When Responding to a Reference Check* located on the InsideFCPS Human Resources page: <http://insidefcps.fcps.org/dept/humanresources>

- D. The Board of Education allows an employee who is retiring and who is eligible for retirement benefits under the Maryland State Retirement System or Pension System to continue participation in certain benefit plans as outlined in Board Policy and the respective collective bargaining agreements. If the employee does not continue coverage at the time of retirement, he/she is prohibited from re-enrolling at a later date.

Approved:

original signed by

Theresa R. Alban
Superintendent