

Employee Resignation Information

Resignation is defined as a voluntary separation from the school system. It is the employee's responsibility to submit a notice to resign in the method outlined by the Office of Human Resources.

Employee Responsibility

- All permanent employees who desire to voluntarily resign from the Howard County Public School System (HCPSS) **must submit a notice to resign in Workday**. Directions for how to initiate this in Workday are outlined here - [Resignation from HCPSS](#).
- A written letter of resignation specifying your last day of work and reason for separation must be attached to the process.
 - **Non Certificated Staff-** At least two (2) weeks of notice in advance of intended resignation is preferred. If less notice is provided, please include circumstances in the attached resignation letter. Notices of resignation received less than two weeks in advance of separation date may be evaluated for eligibility for rehire.
 - **Certificated Staff-**
 - **Regular Contract-** Employees are bound by the terms outlined in the contract (see COMAR 13A.07.02.01B). Notices to resign submitted outside of these terms must include a written explanation in the attached resignation letter for review and determination by the Executive Director of Human Resources for eligibility for rehire.
 - **Provisional Contract-** Employees are bound by the terms outlined in the contract (see COMAR 13A.07.02.01C). Notices to resign submitted outside of these terms must include a written explanation in the attached resignation letter for review and determination by the Executive Director of Human Resources for eligibility for rehire.
- Exiting employees are responsible for providing a **personal email address** and a **current mailing address** in Workday so that W-2 and 1095-C forms can be accessed electronically, [using the Former Worker Portal](#), or mailed. To review and change this information, please see the [Create/Modify Personal Email Guide](#) and the [Modify Your Contact Information Guide](#).
- **Return all HCPSS property** to your immediate supervisor or building designee, no later than your last day of work. This includes all computers and cases, identification cards, cellphone, keys and access cards, and any other HCPSS property issued to you during your employment. Be sure to include all power cords and peripherals. In addition, please make sure that you have removed all passwords, pin codes, and apple id information from your devices.
- **Submit employee reimbursements** in Workday before your last day of work. This includes items such as mileage.

- **Complete voluntary exit interview** in Workday. This will be sent to you after your resignation has been processed by the Office of Human Resources. We highly encourage all employees to participate in the exit survey to ensure voices are heard and HCPSS is meeting the expectation of all stakeholders.
- By submitting your resignation, you are resigning from all permanent and **temporary employment** with the Howard County Public School System. This includes all Home & Hospital Teacher, substitute, coaching, and summer school positions. If you would like to continue with a temporary position, please contact Temporary Service at 410-313-7035.
- *Note: If you plan to formally retire from HCPSS, please do not use the resignation process at this time. You may contact your Retirement Specialist; Maryrose Wilson 410-313-6612 (last names A-K) or Pamela Saulsbury 410-313-6695 (last names L-Z).*

Important Information about Your Separation

- **Final Paycheck**
 - Your final paycheck will be issued on the next regularly scheduled pay date following the pay period that includes your termination date. Please see the bi-weekly payroll calendar located in the Workday Community under Pay.
 - Any unused annual leave will be paid to you on your final paycheck.
 - If you have a negative sick or personal leave balance at the time of separation, your final paycheck will be reflect the deduction of unearned leave.
 - If applicable, all escrow money will be paid to you on your final paycheck.
 - Remaining annual dues for HCEA and HCEAESP membership will be deducted.
 - Unused sick leave balance may be transferred to your new employer, if applicable, using the employer's applicable documentation. These completed documents may be sent to Payroll@hcpss.org.
 - For withholding orders, please contact the garnishor (contact information can be found on your copy of the order) or the Payroll Office at Payroll@hcpss.org.
- **Benefits**
 - If you are currently enrolled in an HCPSS insurance program, your coverage will end the last day of the month of your separation from employment. However, if you separate employment June 1st through August 30st, your health benefits will end on August 31st of that year.
 - After your HCPSS health insurance coverage ends, a covered employee, spouse and/or dependent children may elect to continue coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). A COBRA information packet will be mailed directly to your home address listed in Workday by our Third Party Administrator, Jasper & Company. Questions regarding COBRA can be directed to benefits@hcpss.org
 - If you were enrolled in Health and/or Dependent Care Flexible Spending Account (FSA), you have 120 days from your coverage end date to submit claims to Navia,

our FSA provider for service dates through your coverage end date. Questions regarding you FSA can be directed to Navia at www.naviabenefits.com and/or customerservice@naviabenefits.com or call (800) 669-3539 / (425) 452-3500.

- If you wish to convert your Life Insurance / Supplemental Life Insurance contact Mass Mutual at 1-877-275-6387 within 31 days of your coverage end date to convert your policy. MetLife partners with Mass Mutual to provide conversion administration. It is advised that you call the number above as soon as possible to start the conversion process.
- If you wish to continue your Long-Term Disability coverage, Accident and/or Critical Illness plans, contact Selman Company at 1-877-320-0484 within 31 days of your coverage end date to convert your policy. The Hartford partners with Selman Company who provides portability and conversion administration. It is advised that you call the number above as soon as possible to start the process.
- If you wish to withdraw your monies / transfer funds from your 403b and/or your 457b accounts, contact your 403b and/or 457b provider to obtain the necessary paperwork for the withdrawal/transfer. Fax all completed paperwork to the Benefits Office at 410-313-1531.
- System Access- Email, Workday, Canvas, Synergy, etc.
 - Your access to HCPSS email and all other HCPSS systems, granted by virtue of the individual's role, will be terminated on your last day of employment with HCPSS. *However, HCPSS reserves the right to terminate this access at any time.*
 - Individuals are granted access to HCPSS data and resources based upon a least privilege methodology.