

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: RETIREMENT/RESIGNATION

ADOPTED: February 25, 2002

REVISED: April 27, 2015

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| <p>1. Authority</p> <p>2. Guidelines Pol. 308</p> | <p style="text-align: center;">349. RETIREMENT/RESIGNATION</p> <p>Retirement benefits for administrative, professional and classified employees shall be subject to legal requirements of the Pennsylvania Public School Employees' Retirement Code, and in accordance with applicable state and federal laws and regulations.</p> <p>An employee planning to terminate employment shall notify his/her immediate supervisor in writing, including the effective date of the resignation or request for retirement.</p> <p>The written notice shall be forwarded to the Personnel Office for submission to the Board.</p> <p>The Personnel Office will arrange for the following, as appropriate:</p> <ol style="list-style-type: none">1. An understanding of how to get a retirement estimate.2. A meeting in the Personnel Office to provide information about conversion of hospital-medical, dental, and life insurances for enrolled employees and to assist with requests for retirement forms, as needed. <p>An exit interview will be scheduled with each resigning/retiring employee, and the results of the interview will be summarized for the Board and the Superintendent by the Director of Human Resources or designee.</p> <p>References:</p> <p>Public School Employees' Retirement Code – 24 Pa. C.S.A. Sec. 8301 et seq.</p> <p>Board Policy – 308</p> |
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