



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

HUMAN RESOURCES

RESIGNATION / RETIREMENT NOTICE

Name: _____ Personal email address: _____
(Please Print/Type Full Name)

Mailing Address: _____
Address City, State Zip Code

Position: _____ PSL # _____ Site/Department: _____

Employee Classification: Certificated Classified Management

Retirement Resignation Reason for Resignation: _____

Last Day of Work: _____ Effective Resignation/Retirement Date: _____

I hereby submit my Notice of Resignation/Retirement and acknowledge that this Notice of Resignation/Retirement is effective immediately upon submission to the Human Resources Department and is irrevocable.

Furthermore, I hereby acknowledge that I will turn in all district property (e.g., technology, keys, etc.) and will take and remove all personal belongings, prior to my resignation/retirement effective date.

Dated: _____ By: _____
(Employee's Signature)

To ensure prompt payment of your final pay warrant, you will need to turn in a completed **Salary Clearance for Non-Returning Personnel** Form (Page 2) to the Human Resources Department, prior to your last workday. A signed copy of the "Salary Clearance form must be in the Business Office before the final payroll warrant will be issued. The primary purpose of this form is as an inventory control of materials and equipment for which responsibility is assumed by the employee.

STEPS:

- Turn in completed Resignation/Retirement Notice to HR (Page 1)
- Inform Immediate Supervisor of Resignation/Retirement date

Prior to the last day worked:

- Process Salary Clearance for Non-Returning Personnel (Page 2), as follows:
 - Obtain Site Administrator Signature
 - Obtain Technology Department/Site Tech's signature and Faculty Receipt, if applicable
 - Turn in to HR Department for signature and HR will forward to Payroll for final warrant



Resignation/Retirement Notice Attachment

**SALARY CLEARANCE FORM
FOR NON-RETURNING PERSONNEL**

To ensure prompt payment of your final pay warrant, personnel leaving the District must obtain signatures, as indicated below. Signatures may be gained in any order, except that the Human Resources department must be last. A signed copy of this form must be in the Business Office files before the final payroll warrant will be issued.

For less than 12-month employees, please be alert to the possibility of your final paycheck being less than what you anticipated. This can occur if you are being paid in equal monthly payments, which do not correspond with actual time worked. If you have concerns related to this possibility, please contact the Payroll Department. Lastly, please note that Summer withholdings, if any, will be paid at the end of July.

Name: _____
(Please Print/Type Full Name)

Position: _____ PSL # _____ Site/Department: _____

Employee Classification: Certificated Classified Management

Key(s) Time Card Fob
Principal/Administrator: _____ Dated: _____
(Signature)

Technology Equipment Faculty Receipt Attached No equipment
IT Site Tech/Department: _____ Dated: _____
(Signature)

Resignation/Retirement Form Salary Clearance Form
Human Resources: _____ Dated: _____
(Signature)

For Payroll Office use only:

Received Salary Clearance Form from HR Time Card Copy of Salary Clearance to Employee