



## Superintendent's Circular

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Version 01

### EMPLOYEE RESIGNATION, RETIREMENT, AND SEPARATION PROCEDURE

*This circular will remain in effect unless rescinded or superseded by a subsequent version.*

A resignation is a voluntary action taken by an employee who wishes to terminate their employment with the Boston Public Schools.

#### RESIGNATION/SEPARATION

An employee shall notify their immediate supervisor regarding termination of employment with Boston Public Schools. This notice must be in writing, state the employee's last day of work, and be signed by the employee. A sample resignation letter (found on page 7) may be used to provide written notice.

To submit a resignation letter:

1. Complete the resignation termination form by clicking on the link [Termination/Retirement/Resignation Notification Form](#). Complete the form and upload a signed letter of resignation. Please enter a personal email address on the resignation/termination form to receive the final email notification acknowledging your resignation from the Office of Human Resources.

2. The resignation form will send an email notification to your supervisor.
3. Supervisors will approve/process, and notification will then be sent to the Office of Human Resources to process.
4. An email notification finalizing the process will be emailed to your personal email address that you provide on the resignation/termination form.
5. For those unable to access the link, you can have a supervisor or secretary complete the form on your behalf. The supervisor will submit via the online process for entering resignation/retirement/terminations. Please provide your personal email address to receive the final email notification acknowledging your resignation from the Office of Human Resources.

## RETIREMENTS

1. An employee who is planning to retire must first file an "Intent to Retire" with the City of Boston Retirement Board. Please note that pursuant to Retirement Board policy, an employee cannot file the Intent to Retire more than four (4) months prior to their intended retirement date.
2. After you submit your signed Intent to Retire form to the Boston State Retirement Board, please complete the Resignation/Retirement form by clicking on the link [Termination/Retirement/Resignation Notification Form.](#)
3. Upload a signed letter resigning for the purpose of retiring along with your signed Intent To Retire form that you submitted to the Retirement Board. Please enter a personal email address on the retirement/resignation form to receive

an email notification acknowledging your retirement/resignation when finalized by the Office of Human Resources.

4. Resignation/Retirement form will send an email notification to your supervisor who will sign off on the notification of your resignation/retirement and submit notification to the Office of Human Resources to finalize the retirement termination process.
5. For those unable to access the link, you can have a supervisor or secretary complete the form on your behalf. The supervisor will submit via the online process for entering resignation/retirement/terminations. Please provide your personal email address to receive the final email notification acknowledging your retirement/resignation.

For more information on the retirement process, employees should contact the Boston Retirement Board for an appointment by telephone at 617-635-4311 or via email at [retirementboard@boston.gov](mailto:retirementboard@boston.gov). The Retirement Board is located at 1 City Hall Square, Room 816, Boston, MA 02201-2038.

## **CANCELLATION OF RESIGNATION/RETIREMENT**

Resignations and retirements may be canceled before an employee's effective date of termination. A signed letter must be received by the Office of Human Resources and Retirement Board if canceling retirement prior to the close of business on the original resignation/retirement date.

Once the resignation effective date has passed, an employee may return to the Boston Public Schools only through the

reemployment process by applying for a position.

### **EMPLOYEE SEPARATION CHECKLIST (EMPLOYEE PORTION):**

Terminating employees are advised to complete the following prior to exiting Boston Public Schools:

1. Complete the resignation/retirement termination notification form and upload a signed letter of resignation to your school/dept or OHC over the summer months by clicking on the link [Termination/Retirement/Resignation Notification Form](#). See sample resignation letter on page 4 of this circular.
2. Please return any Boston Public Schools property that you still have in your possession, e.g., keys, cell phone, laptop, etc., on or before your last day of employment. For keys and school building materials, please contact your school leader to arrange to return those items.
3. L4L Laptop (Laptops for Learning), please call the OIIT Service Desk, 617-635-9200 to schedule an appointment to return the laptop, bag, and peripherals.
4. Enter all Absence Requests on Employee Self Service (ESS).
5. Cancel any meetings or out of district activities that are scheduled prior to the last day of employment and work with your supervisor to achieve a smooth transfer of duties.
6. Update your home address for future correspondence (i.e., final paycheck, W2, benefit information, severance etc.); remove mailing address if home address is same as mailing address.
7. Remove all personal files from district servers and

computers.

8. Inform your supervisor of the location of job-related files and make those files accessible to the supervisor.

### **EMPLOYEE SEPARATION CHECKLIST (SUPERVISOR PORTION):**

An employee's supervisor is responsible for collecting the following applicable items and/or addressing the following issues:

1. Have the employee enter the resignation/retirement letter on the electronic termination form at this link [Termination/Retirement/Resignation Notification Form](#), or you or your secretary can complete the form and upload the employee's signed letter of resignation on the employee's behalf. A sample letter is located on page 4 of this circular.
2. Process all absences on Employee Self Service in a timely manner.
3. Obtain the following items (all that apply):
  - a. Keys (office, building, cabinet, desk, vehicles, other).
  - b. Badge/ID (office, building, other).
  - c. Department issued equipment (computers, laptops (except L4L laptops), printers, modems, etc.) See above for L4L laptop returns to OIIT.
  - d. Cell phone and accessories, pager, radios.
  - e. Department issued uniforms.
  - f. Department issued property.

## BENEFITS

An employee may be eligible to continue to purchase certain benefits after they leave. Upon loss of coverage for an employee and/or their eligible dependent(s), a COBRA notification packet will be mailed to the employee and/or their eligible dependent(s). The law requires that this packet be sent by mail to the last known address of the employee and/or the employee's eligible dependent(s). For additional information on COBRA, see [COBRA Questions and Answers](#).

Please contact the City of Boston Health Benefits Office at 617-635-4570 for further information.

The Office of Human Resources provides this [FAQ Retirements, Resigning, Non-Renewal, Lay Off](#).

For more information about this circular, contact:

Owner:	Employee Services
Department:	Office of Human Resources
Mailing Address:	2300 Washington Street, Roxbury MA 02119
Fax:	617-635-7957
Email:	<a href="mailto:employeeservices@bostonpublicschools.org">employeeservices@bostonpublicschools.org</a>

Mary Skipper, Superintendent

## **SAMPLE EMPLOYEE RESIGNATION LETTER**

Employee Name:

Employee Address:

Date:

Dear (Principal/Head of School/Supervisor),

This letter is to inform you that I will be resigning from my position as [name of position] at [name of school or department] effective [date].

*Optional: May include reasons for resigning in the body of the form.*

I certify that this resignation is executed by me voluntarily and of my own free will.

Employee Name:

Employee Signature:

Date: