

FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL DISTRICTS RESIGNATIONS D9

The organization shall consider employee resignations in a manner that is timely and fair to both the employee and the School District. A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the Superintendent.

Association Professional/Teaching Staff:

1. A written resignation by a licensed employee who is under contract to teach in the school should be submitted to the Board via the Superintendent.
2. Per the negotiated Master Agreement, a professional staff member under contract who fails, without just cause, to complete the term of the teaching contract shall pay \$1,000 to their respective Board. No further penalty or action of any kind will be taken by the Board once payment has been received.
3. The resignation of a licensed employee will take effect on a date approved by the School Board after receiving the recommendation of the Superintendent.
4. Notification shall be provided to Principal/Director and to Payroll and Benefits for processing updates.
5. The Principal/Director shall provide exit interview and authorization to release information forms, as appropriate.

Association Support Staff

1. A written resignation by an employee in an unlicensed position shall be submitted to the Superintendent via the Principal/Director.
2. The resignation shall be effective upon acceptance by the Superintendent and such resignations shall be shared with the Board.
3. Notification shall be provided to Principal/Director and to Payroll and Benefits for processing updates.
4. The Principal/Director shall provide exit interview and authorization to release information forms, as appropriate.

Non Union Non Certified/At Will Employees:

1. As a courtesy and to help ensure proper payroll and benefit processing, it is requested that employees in this category provide some advance notice when terminating their employment.

Administrators:

1. A written resignation by a licensed employee who is under contract to teach in the school should be submitted to the Board via the Superintendent.
2. The resignation of a licensed employee will take effect on a date approved by the School Board after receiving the recommendation of the Superintendent.
3. Notification shall be provided to Payroll and Benefits for processing updates.
4. The Superintendent/designee shall provide exit interview and authorization to release information forms, as appropriate.

FRANKLIN CENTRAL SUPERVISORY UNION
Authorization to Release Employment Information

In the event Franklin Central Supervisory Union or a member school is contacted regarding an employment reference on my behalf, I will grant my permission to release only the following information. I further understand that it is the usual practice of Franklin Central Supervisory Union to release only dates of employment, position titles and responsibilities to prospective employers or to others with a business need.

I hereby authorize Franklin Central Supervisory Union and/or its member school to disclose the following employment information:

_____ Documented information included in my personnel file.

_____ Only dates of employment and position(s) held.

_____ Written letters of recommendation.

_____ Information noted as follows:

Name (please print): _____

Signature and date: _____

FRANKLIN CENTRAL SUPERVISORY UNION
Employee Exit Survey

We appreciate your time and effort in completing the following questionnaire. This information will be helpful in managing the District's mission and goals.

1. What factors influenced your decision to leave the District?

	Primary Reason	Secondary Reason
Another Job	<input type="checkbox"/>	<input type="checkbox"/>
Return to School	<input type="checkbox"/>	<input type="checkbox"/>
Family	<input type="checkbox"/>	<input type="checkbox"/>
Personal Issues	<input type="checkbox"/>	<input type="checkbox"/>
Issues with Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
Problem with Hours	<input type="checkbox"/>	<input type="checkbox"/>
Not satisfied with wages	<input type="checkbox"/>	<input type="checkbox"/>
Disliked type of work	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>
Physical conditions	<input type="checkbox"/>	<input type="checkbox"/>
Working conditions	<input type="checkbox"/>	<input type="checkbox"/>
Transportation problems	<input type="checkbox"/>	<input type="checkbox"/>
Other:(please list:)	<input type="checkbox"/>	<input type="checkbox"/>

2. Could anything be done to prevent your departure? If so, what?

- a) At the School Level?
- b) At the Supervisory Level?
- c) Other?

3. What three suggestions do you have for making your immediate work environment more productive?

- a)
- b)
- c)

4. What three suggestions do you have for making the Supervisory Union/District a better place to work and/or provide educational opportunities?

- a)
- b)
- c)

5. Please rate the following items, as it relates to your experiences while working here using the following scale: 1=Low 2=Average 3=Above Average 4=Exceptional NA: not applicable.

Communication and Cooperation

Clear understanding of my job duties and job expectations	1	2	3	4	N/A
Supervisor's explanation/clarification of policies/procedures	1	2	3	4	N/A
Recognition provided to me for my efforts	1	2	3	4	N/A
Communication between coworkers and staff	1	2	3	4	N/A
Cooperation between colleagues, coworkers and staff	1	2	3	4	N/A
Regular/timely communications from School Administration	1	2	3	4	N/A
My interaction with Central Office Staff	1	2	3	4	N/A
Overall morale of school staff	1	2	3	4	N/A

Training/Professional Development

Opportunities provided for professional development	1	2	3	4	N/A
External Training/Programs/Courses/Seminars I attended	1	2	3	4	N/A
Internal Training/ Programs/Courses/Seminars I attended	1	2	3	4	N/A
Ongoing training and feedback from my Supervisor	1	2	3	4	N/A

Work Assignments

Resources/Equipment available to do my job	1	2	3	4	N/A
The amount of work expected of me	1	2	3	4	N/A
The variety of work required of me	1	2	3	4	N/A
Time investment	1	2	3	4	N/A

Other

Benefits Provided	1	2	3	4	N/A
Working Environment	1	2	3	4	N/A

Other comments:

Employer: FCSU BFA NWTC SATEC SAC Fairfield CPSC

Please return this to FCSU Human Resources, 28 Catherine Street, St. Albans, VT 05478