

PART-TIME (NON-BENEFITED) EMPLOYEE SEPARATION FORM

Employee Name: _____ Location: _____

Job Title: _____ Last Day of employment: _____

Part-Time Employee Resignation

All employees requesting to resign their part-time position are directed to submit a resignation electronically through Skyward Employee Access. Employees who verbally submit their resignation should be encouraged to immediately complete the online electronic resignation. However, in the event the employee is either unable to, or chooses not to, complete an electronic resignation form, submit this form to HR to inactivate this employee in Skyward and allow for a replacement to be hired. Please include a printed copy of any correspondence from the employee (i.e. text, email, etc.).

Reason given for resignation (select all that apply):

- | | |
|-----------------------|------------------------|
| Benefits | Other Job |
| Career Change | Pay/Compensation |
| Continuing Education | Personal Reasons |
| Family Circumstances | Relocating |
| Lack of Opportunities | Retirement |
| Leaving the Workforce | Work Demands |
| Long Commute | Work Environment |
| Need More Hours | Work Schedule Conflict |

Part-Time Employee Termination

If you as principal have determined not to continue this part-time employee's employment, please select the appropriate reason(s) and/or provide a summary of the termination reason(s). The reason(s) selected must coincide with the reason(s) provided to the employee. Please include a printed copy of any correspondence to the employee (i.e. warnings, termination letters, etc.).

Reason for termination (Select all that apply):

- | | |
|-------------------------|-----------------------|
| Budget/Funding | Lack of Work |
| Attendance/Punctuality | Communications Skills |
| Human Relations | Judgment |
| Planning & Organization | Quality of Work |
| Professionalism | |
| Other: _____ | |

Principal's signature: _____ Date: _____

Please Note: Part-time employees with Jordan School District are considered "at will". That is, either the employee or Jordan School District may end the employment relationship at any time, for any reason, or for no reason. There is no expectation of continued or guaranteed employment.