

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: September 16, 2019

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: EMPLOYMENT RESIGNATIONS/ RETIREMENT

II. PURPOSE:

To provide guidelines regarding resignations or retirements from employment with Lake County Board of DD/Deepwood for all staff including management, exempt, bargaining unit and substitute employees.

III. REFERENCE:

26 CFR 54 Consolidated Omnibus Budget Reconciliation Act of 1985

Ohio Administrative Code 5123-5-04 Denial, suspension, and Revocation of Adult Services, Business Manager, and Service and Support Administration registration and certification

IV. POLICY:

An employee should provide notice of his/her request to resign or retire by submitting a written notice to his/her immediate supervisor, to the Human Resources Director or to the Superintendent. The written notice should identify the following: (1) the employee's current position; (2) the effective date; and (3) specify resignation or retirement. The effective date should be at least two (2) weeks from the date the employee gives notice for an employee who holds a non-certified position and a 30-day notice for an employee who holds a certification. The Superintendent has the right to accept a resignation of a shorter duration via written authorization.

An employee may submit a verbal notice of resignation or retirement. The manager receiving the employee's verbal notice must document in writing the following: (1) the employee's position (2) the effective date; and (3) specify resignation or retirement. The Manager shall forward the written documentation immediately to the Superintendent and Human Resources for processing.

Upon receipt of a notice of intent to resign or retire, the Superintendent independently or through the Human Resources Department will forward a letter, to inform the employee that his/her notice has been received and whether it has been accepted. The Superintendent

exercises sole discretion concerning an employee's eligibility for rehire.

An exit interview form will be forwarded to the employee at the time that the resignation/retirement is accepted.

Management employees must comply with the duration and terms specified in their limited contract. Any request for resignation or retirement outside the duration and terms of that contract is subject to the approval and terms set by the Superintendent or Board.

If the employee does not comply with the above criteria, the Board may either lodge a complaint with the Ohio Department of Education (the issuing authority) or the Superintendent may, with notice, direct that adjudication be made to revoke the employee's certification in accordance with the procedures outlined in OAC 5123-5-04(C). If the complaint is validated by the issuing authority, the person's certificate may be suspended for a period of time not exceeding one year, or if adjudicated, the Superintendent may revoke the certification.

The Human Resources Department will notify the employee's supervisor, Finance Director, Payroll, Operations and Insurance Departments and the LEADD President (if appropriate) of the effective date of the resignation or retirement. The Human Resources Department will initiate paperwork to comply with the Consolidated Omnibus Budget Reconciliation Act of 1985.

Any Board property including, but not limited to LCBDD/Deepwood identification card and agency keys, should be turned in to the supervisor or the Human Resources Department on or before the employee's last day of work. Failure to return Board property is considered theft and will be actionable under the Ohio Revised Code.

An employee who uses sick, vacation, or personal leave prior to his/her last scheduled day of employment will have the amount of any paid, unearned leave time deducted from his/her final paycheck. If such amount is not deducted from the employee's final paycheck, he/she will be subject to the Board's normal collection procedures.

V. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

VI. REVIEWED:

9/19, 9/18, 9/17, 9/16, 9/15, 9/14, 9/13, 8/12, 8/10, 8/08, 9/06, 9/04, 2/04, 1/02, 5/01, 9/98, 5/93, 8/92, 9/91

LAKE COUNTY BOARD OF DD/DEEPWOOD

EXIT FORM

Name (Optional): _____

Department: _____

Job Status: _____ Manager
_____ Bargaining Unit
_____ Substitute
_____ Exempt

Length of Employment with
LCBDD/Deepwood: _____

=====

Please indicate; "A" (agree) "N" (n/a or no opinion) "D" (disagree)

1. Job Duties:

- a. _____ Job duties were accurately described to me during the interview process.
- b. _____ My job duties were too involved and/or too numerous for me to do my job well.
- c. _____ My supervisor(s) appreciated the difficulty(ies) I faced in doing my job.

Comments: _____

2. Training:

- a. _____ Departmental orientation adequately prepared me for day-to-day assignments.
- b. _____ I received adequate training for the specific tasks I performed.

Comments: _____

3. My Supervisor:

- a. _____ Provided recognition of the effort I put into my job.
- b. _____ Addressed my complaints and grievances.
- c. _____ Informed me about matters that directly related to my job.
- d. _____ Encouraged feedback and welcomed suggestions.

Comments: _____

4. Communication/Cooperation:

- a. _____ The job posting system works well to inform employees about other job opportunities.

There was good communication between me and:

- b. ___co-workers c. ___supervisors d. ___other departments e. ___upper management

There was good cooperation between me and:

- f. ___co-workers g. ___supervisors h. ___other departments i. ___upper management

Comments: _____

5. **Working Environment:**

a. _____ Supplies and/or equipment were readily available when needed.

I feel my work site was reasonably:

- b. _____ comfortable d. _____ clean
c. _____ well maintained e. _____ safe

Comments: _____

6. **Wages & Benefits:**

- a. _____ My wage scale was appropriate for my experience and training.
b. _____ Benefits were adequately explained.

Comments: _____

7. **I left LCBDD/Deepwood Because:**

8. **Overall Impression:**

- a. _____ Would you ever consider coming back to work for LCBDD/Deepwood?
b. _____ Would you recommend that a friend or family member apply to work here?

9. **May we contact you for additional confidential comment?** _____ Yes _____ No

If "Yes", your telephone number is _____
Best time to call: _____

General Comments on how to improve or correct any areas highlighted above would be greatly appreciated:

THANK YOU FOR SHARING YOUR LCBDD/DEEPWOOD EXPERIENCE.