

# CERTIFICATED EMPLOYMENT SEPARATION

## Notice to the Conejo Valley Unified School District Board of Education

I, \_\_\_\_\_ give this written notice that I am voluntarily  
*Employee Name*

Retiring  Resigning from my employment at \_\_\_\_\_  
*School Site/Department*

My last day of work will be \_\_\_\_\_ **If retiring, my STRS retirement date will be** \_\_\_\_\_

Contact Info for benefit information: \_\_\_\_\_  
*Email Phone Number(s)*

Please send my W-2 to the following address:

\_\_\_\_\_  
*Street Address: City State Zip*

We would appreciate learning about your reaction to some of your experiences gained during your employment at the Conejo Valley Unified School District. Your cooperation in answering the following questions in a forthright manner will allow us to evaluate our policies, procedures and program as we constantly try to improve the way we do business. Thank you for your assistance.

1. How would you rate the following at CVUSD:	Excellent	Above Average	Average	Below Average	Poor
• Immediate Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cooperation within Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adequacy of Training Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rate of Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Opportunity for Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Avenues of Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Benefits Plans Provided by CVUSD (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explanation of Job Duties/Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explanation of Pay Plan/Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explanation of CVUSD Regulations and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What did you like best about your job?					
3. What did you like least about your job?					
4. Which CVUSD policies, procedures, or benefit programs should be improved? How would you improve them?					

Would you like to request an exit interview with the Assistant Superintendent, Human Resources?  YES  NO

\_\_\_\_\_  
 Employee Signature

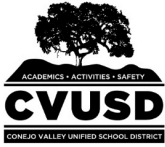
\_\_\_\_\_  
 Date

### FOR HUMAN RESOURCES ONLY

\_\_\_\_\_  
 Approved by Asst. Superintendent, Human Resources

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date Supervisor Notified



## Separation of Services Procedures

The employee's immediate supervisor should complete this checklist when an employee is separating service from the District. Initial all applicable areas; write N/A for areas that do not apply to this employee. You may notify the Human Resources Office if an employee fails to turn in necessary keys, equipment and supplies.

Supervisor, please collect the following:

\_\_\_\_\_ Letter of retirement or resignation form was sent to and received by Human Resources.

\_\_\_\_\_ Verify Absence reports and timesheets completed.

\_\_\_\_\_ Key(s) returned \_\_\_\_\_ door(s) \_\_\_\_\_ alarm code \_\_\_\_\_ file/cabinet/desk

\_\_\_\_\_ Help Desk ticket submitted to Technology Services to remove name from email list and phone system, and to reset password for VM, QGIS, Zangle, and other related programs.

\_\_\_\_\_ Equipment/supplies turned in (books, manuals, classroom supplies, library materials)

\_\_\_\_\_ Work station/office/classroom cleaned out

\_\_\_\_\_ Cell phone returned \_\_\_\_\_ Laptop and other electronic devices returned

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

**Please print out this form, sign and return to Certificated Human Resources.**