



Archdiocese of Seattle, Office for Catholic Schools

RESIGNATION/TERMINATION CHECKLIST

- ☐ 1. Prior to any action, the administrator reviews policies related to the performance evaluation, corrective action and termination in the CATHOLIC ELEMENTARY SCHOOLS POLICY AND PROCEDURE MANUAL (*for certificated staff*) or in the PARISH PERSONNEL POLICY AND PROCEDURE MANUAL (*for non-certificated staff*).
- ☐ 2. In cases of involuntary termination or non-renewal, the Assistant Superintendent/Personnel must first be consulted in accordance with archdiocesan insurance requirements.
- ☐ 3. When employee resigns, s/he signs the Teacher Resignation Form.
- ☐ 4. When a teacher is not leaving voluntarily, the teacher must receive written notification of non-renewal no later than May 15.
- ☐ 5. In all cases wherein an employee is leaving, the Teacher/School Employee Termination Report must be completed.
- ☐ 6. All departing employees must receive a copy of BENEFITS AT TERMINATION OF EMPLOYMENT brochure (*available through Benefits Services*).

Delivery system:

To employee:

- ☐ Receives copy of Benefits Services Brochure regarding termination benefits.
- ☐ In cases of involuntary departure, employee receives written notice of non-renewal or termination.

To employee file:

- ☐ Copy of resignation form (*if employee has resigned rather than been terminated*)
- ☐ Copy of termination report
- ☐ Copy of written notice of non-renewal or termination (*wherever termination is not voluntary*)

To Office for Catholic Schools:

- ☐ Copy of resignation
- ☐ Copy of termination report