



Information about Resigning / Retiring



Attention CONTRACT EMPLOYEES: [click here](#) for contract release information

REHIRE ELIGIBILITY for CONTRACT EMPLOYEES ONLY

If you resign effective the end of the school year or before the penalty free date (45th day before the first day of instruction of the following school year), you are eligible for rehire at any time. **If you resign during the school year (i.e., outside the penalty free period) eligibility for re-employment may be restricted for up to two school years even if HISD grants an exception and release you from your contract.** If resigning during the school year, you will not be eligible for rehire for the remainder of the school year – plus – the next full school year. If resigning after the penalty-free date, but before the school year starts, you will not be eligible for rehire for the upcoming school year – plus – the next full school year. Rehire eligibility will be maintained in your personnel file.

Examples:

If your resignation date is:	You are eligible for re-hire:
<i>DURING</i> 2014-15 school year	2016-17 school year
<i>AFTER</i> penalty-free but before the 2015-2016 school year starts)	2017-18 school year

GENERAL INFORMATION FOR ALL EMPLOYEES

- ◆ Completing this form indicates that you are voluntarily resigning or retiring from the Houston Independent School District, *not* just from your campus or department. **If you are transferring to another school, department or position, do not complete a resignation form.**
- ◆ Once you have submitted your resignation by the effective date, it is your responsibility to return any property of HISD to the appropriate school designee and/or department (i.e., keys, laptops).
- ◆ **State Leave**
 - As a resignee, you are **not eligible** to be paid out any *earned* State Personal or *earned* State Sick time. The State days remain in your bank indefinitely and will be available if you return to HISD or transfer to another school district in the State of Texas. The hours will be provided on a Service Record Request.
 - As a retiree, any *earned* State Personal or *earned* State Sick time may be paid out to you at 100% of the value or according to board policy and guidelines. If you do not elect a payout, the State days remain in your bank indefinitely, and will be available if you return to HISD or transfer to another school district in the State of Texas. The hours will be provided on a Service Record Request. For information regarding the retirement and/or payout of the leave banks for a retirement, please contact the Retirement Storefront at 713-293-9780 between the hours of 8:00 a.m. and 4:30 p.m. or www.trs.state.tx.us.
 - If you choose for any of your final funds to be deferred to a 403b or a 457 plan, the request must be completed and submitted to the Retirement Storefront prior to the submitting of your final check. By federal income tax regulations, a final paycheck cannot be retrieved and cancelled in order to let you defer funds through 403b or a 457.
- ◆ **Local Leave**
 - All Local Personal Time is forfeited, except for those employees hired on or before October 9, 1972 and who have met all requirements for this payout per District policy.

◆ **Vacation Time**

- You are eligible for the payout of any *earned* vacation time in your bank. This time is paid at 100% value and is an automatic part of the final payroll reconciliation.
- ◆ Any leave time that has been used but not yet earned will be deducted from the final paycheck. For example, if you were advanced 10 vacation days but only worked ½ of the duty schedule year, you have only earned 5 vacation days this year. If you used more than the 5 days, the remainder of the days must be paid back.
- ◆ If you were receiving insurance through HISD, your benefits will end the last day of the month in which you work (or as indicated otherwise on the Resignation Form) and you are eligible for COBRA, which is the continuation of your medical benefits at your cost for up to 18 months (in most cases). The information regarding your COBRA coverage will be sent directly to you. You can also view the COBRA rates online at <http://www.hisdbenefits.org>.
- ◆ Your HISD Service Record can be requested online by connecting to the HISD website at www.houstonisd.org under the Human Resources Department.
- ◆ Be sure that your address is correct. The address on file is where your COBRA notification, TRS information, final paycheck, and W-2 will be sent. Address changes may be made on-line on the HISD Portal (website). After your online access is removed you can update your address in writing to Houston Independent School District, Attention: Customer Service, 4400 West 18th Street, Houston, Texas 77092 or by email to the hanswerline@houstonisd.org.
- ◆ If you are interested in returning to the Houston Independent School District, you must follow all the employment procedures and policies to be rehired.

FINAL PAY CHECK

When any employee leaves the district, the Payroll Department will “reconcile” that employee’s pay with what they should have earned. For a variety of reasons, district employees may either **owe money** to the district or **be owed** money by the district. To calculate the final check, the Payroll Department will perform a calculation similar to this one:

	Number of days worked this duty schedule year
X	Daily Rate of Pay
	<hr/>
	Amount of money owed to the Employee
-	Amount of money paid to the Employee
	<hr/>
	Amount Over/Under paid the employee

- ◆ **Less than 12-month Employees** have two escrow accounts that must be reconciled. “Paid not Earned (PNE)” money that has not been fully repaid to the district is owed by the employee; “Earned not Paid (ENP)” money collected from the employee is owed to the employee. Coupled with the calculation above, these escrow accounts will be reconciled on the final paycheck.

If you have questions regarding your separation from the district, please contact Human Resources.

You may submit the completed Resignation/Retirement Form to your Principal/Manager or:

**Houston Independent School District
Human Resources Department
4400 West 18th Street
Houston, Texas 77092**



Completion of this form indicates your voluntary resignation/retirement from HISD (not just your campus/department). Do not complete this form if you are transferring to another department, campus or position within HISD.

RESIGNATION / RETIREMENT FORM

Today's Date: _____ First/Last Name: _____

Employee ID#: _____ SS#: _____ (Last 4 digits) Email: _____ (This will be used to make contact, if necessary, after your resignation has been processed)

Job Title: _____ Current Campus/Department: _____

I wish to offer my resignation from employment with HISD effective _____ (this will be my last day reporting to work).

If you are resigning at the end of the school year, are you teaching summer school? Please circle: Yes No N/A

If you are resigning at the end of the school year, do you wish to maintain benefits through August? Please circle: Yes No N/A
*If not indicated, your benefits will end the last day of the month in which you last work.

Reason for Resignation: Other Employment Retire from TRS Remain at home
 Change career fields Relocating from Houston Other (Specify) _____

Your final paycheck, and in some instances the last two, will be mailed; therefore, please provide your address below.
(COBRA information will be mailed to this address)

Street _____ City _____ State _____ Zip _____ Phone: _____

TEACHERS AND CONTRACT EDUCATORS

(Texas Education Code Sections 21.105, 21.160, and 21.210)

- (a) A teacher employed under a probationary contract for the following school year, a continuing contract, or a term contract, may relinquish the position and leave the employment of the district at the end of a school year without penalty by filing with the board of trustees or its designee a written resignation not later than the 45th day before the first day of instruction of the following school year. A written resignation mailed by prepaid certified or registered mail to the president of the board of trustees or the board's designee at the post office address of the district is considered filed at the time of mailing.
- (b) A teacher employed under a probationary, continuing, or term contract may resign, with the consent of the board of trustees or the board's designee, at any other time.
- (c) On written complaint by the employing district, the State Board of Educator Certification may impose sanctions against a teacher employed under a probationary, continuing, or term contract who: (1) resigns; (2) fails without good cause to comply with subsection (a) or (b); and (3) fails to perform the contract.

IMPORTANT: If you are a Teacher or Contract Educator, please refer to the HISD website at www.houstonisd.org under Human Resources > Quick Links for information regarding **Resignation and Rehire Eligibility for Teachers and Contract Educators**.

My signature below acknowledges I understand the following:

- ◆ I am resigning from the Houston Independent School District and the campus/work location to which I am currently assigned.
- ◆ I cannot rescind my resignation once it is accepted by HISD.
- ◆ It is my responsibility to return any HISD property including laptop computer and/or keys to the appropriate department.
- ◆ My benefits coverage will end on the last day of the month worked, unless noted otherwise in the benefits question above.
- ◆ My resignation date is determined by my last day worked.
- ◆ If my resignation is not submitted in a timely manner, I will remain responsible for any and all deductions.

Signature: _____

Date: _____

Principal/Manager Acknowledgment: _____

Date: _____