



ADMINISTRATIVE PROCEDURE

FINAL SALARY CHECK UPON EMPLOYEE RESIGNATION OR TERMINATION

4149

Procedure No.

November 8, 1976

Date

- I. **PURPOSE:** To provide for certain immediate and definite procedures to be taken upon resignation or termination of an employee of the Prince George's County Public School System.
- II. **INFORMATION:** The normal administrative processing of personnel and pay adjustment actions requires at least five working days or more according to circumstances. When an employee resigns or is terminated, this delay must be eliminated in order to spare the employee and the school system the inconvenience of follow-up adjustments with regard to pay and personnel matters. These procedures should be followed in every case of employee resignation, termination, or other termination due to the employee failing to report for work for three days, without prior notice.
- III. **DEFINITIONS:** The following definitions apply to these procedures:

Resignation: Written notice by an employee to the school system, principals or department heads notifying of an intention to quit work on a specified day.

Termination: Action by school system administration to separate an employee from school system employment on a specified day.

The above definition includes both voluntary and involuntary separation of employees, for cause including terminations for unannounced failure to report for work in three consecutive days.

- IV. **PROCEDURES:** The following procedures will be used by school system administrators:
- A. **Event Requiring Initiation of Procedures:**
1. Written resignation of employee received by school system administrator concerned.
 2. Absence, otherwise unannounced, of an employee for three consecutive days from place of work.
- B. **Principal or Department Head:** Notify by telephone, immediately, the appropriate Professional or Classified Personnel Office, and the Payroll Office of the following:
1. Name of employee and social security number



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2. Cost center number
 3. Reason for termination or resignation
 4. Leave balances for annual and sick leave
 5. Hours/days worked during current pay period
 6. Leave taken during current pay period
 7. Forward by PONY the letter of resignation or termination notice to the appropriate personnel office
- C. Personnel Office:
1. Verifies leave balances, as appropriate.
 2. Notifies Payroll Department by memorandum of leave verification data.
- D. Payroll Department:
1. From telephone notification of data in "B" preceding, adjust employee final paycheck – IF POSSIBLE.
 2. If time of notification is such that final paycheck cannot be adjusted before delivery to employee,
 - a. Places employee's name on Paycheck Hold List to Assistant Treasurer's Office.
 - b. Receives current pay period undelivered back from the Assistant Treasurer.
 - c. Voids check.
 - d. Prepares new, updated paycheck and forwards to employee concerned.
- V. **RELATED INSTRUCTIONS:** See the following for instructions regarding personnel procedures for resignation and termination.
- A. Negotiated Agreements with Employee Organizations.
 - B. Classified Personnel Regulations.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Assistant Superintendent for Budget, Management, and Finance, and will be regularly reviewed for updating as necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** These procedures supersede all memorandum instructions on this subject of an earlier date.
- VIII. **EFFECTIVE DATE:** November 8, 1976.

Approved by:
Edward J. Feeney
Superintendent of Schools