

*Reference EHAA & ECA-R*

### SEPARATION FROM EMPLOYMENT POLICY

This policy is to identify the processes that are necessary at the time an employee terminates employment with the Nashua School District.

Employees who resign or retire from the District should provide appropriate written notice of at least two weeks unless otherwise stated in a Nashua School District collective bargaining agreement or the Non-Union Affiliated Employee Handbook.

Exiting employees will meet with Human Resources to complete separation paperwork for the benefits they are enrolled in and voluntarily may fill out an exit survey. Exit survey results will be compiled and presented to the Board on an annual basis in September.

Exiting employees, no later than their last day of employment, shall return all property and equipment belonging to the Nashua School District including but not limited to:

- All computer hardware and manuals and accessories, software and manuals.  
All removable computer discs and storage devices like CD-ROM, DVD drives, flash drives.
- Curriculum and Instruction, classroom materials belonging to the District.
- Badges, keys, credit cards, pagers.

The school or department will be responsible for collecting the employee's badge, securing any technology hardware or, pagers and keys to the building and ensuring that the above items are retained or collected. Badges will be de-activated by the HR Department.

The Human Resource Department will inform the Technology Department of employees terminating employment for removal of access to the District's computer applications and email. No exiting employee should remove or erase electronic or paper files necessary for the operation of the District.

Board Approved: 04/30/2018