

**N E W J E R S E Y S C H O O L B O A R D S  
A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/4117**

**PERSONNEL**

**SEPARATION/DISCIPLINARY ACTION**

Termination of Employment

Employees may be separated from the Association by reduction in staff work force, retirement, resignation or dismissal. An employee shall submit a written letter of resignation/retirement to the Executive Director with a copy to his/her department director and Human Resources.

At the time of separation from service the employee shall receive, subject to complying with all Association policies, any vacation pay accumulated and not previously used. Vacation days taken over those accrued shall be charged against separation pay.

At the time of employee termination, any monies due the Association shall be deducted from employee's last paycheck.

All Association property will be collected by human resources upon termination.

Authority: BD 5/78

Revised: BD 12/82  
BD 11/00  
BD 3/02  
BD 5/07  
BD 9/16

See Also: GO/4115.1  
GO/4142.1  
GO/4142