

# **Springfield Public School's Employee Separation Guide**



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# Springfield Public Schools R-12

## Separation Guide

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### Philosophy & Acknowledgement:

For employees planning to end an assignment or separating entirely from employment with SPS, we want you to have all of the important information, as applicable. With any transition of employment, it is our goal to help all employees by providing information that may impact important decisions. Whether you are preparing for retirement, seeking a different career opportunity or have had a life changing event and need to resign, this guide is intended to help prepare you in that journey. The information provided in this guide is subject to change. Changes in SPS policies and/or Collective Bargaining Agreements may supersede, modify, or eliminate the information contained within this resource.

### Overview:

In preparation of next steps in your employee experience, we highly encourage you to review Board Policies, Collective Bargaining Agreement(s)- if your position is covered under one, PSRS/PEERS guidelines and other resources to plan accordingly. If you have any questions, do not hesitate to reach out to the HR Department at: [humanresources@spsmail.org](mailto:humanresources@spsmail.org) or SPS Benefits Department at [benefits@spsmail.org](mailto:benefits@spsmail.org) or by calling: 417-523-4647.

- [Employee Separation or Ending an Assignment Checklist](#) (for employee)
- [Employee Written Notification Template](#) (voluntary separation or ending an assignment)
- Terminating/Separating Completely from SPS OR Ending an Assignment?
  - What's the difference?
    - Terminating/Separating Completely: Will end all current employment assignments and future assignments (already hired for) on a specific date.  
Ex: Separating SPS from all assignments (teacher, basketball coach, launch adjunct and gameworker/ticket taker).
    - Ending an Assignment: Separating from 1 assignment but not all current or future assignments (already hired for).
      - Ex: Retiring as a teacher, but still coaching basketball.
- Submitting Notice of Resignation/Separation OR Ending an Assignment
  - [Records](#)
- Resignation/Retirement Policies
  - [Board Policy GCPB: Resignation of Professional Staff Members](#)
  - [Board Policy GDPB-2 Resignation of Support Staff Members](#)
- Professional & Support Staff Leaves (Accrual Payouts & More)
  - [Board Policy GCBDA- Professional Staff Short-Term Leaves](#)
  - [Board Policy GDBDA: Support Staff Leaves](#)

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### Accrual Payout

- Board Policies
  - Board Policy GCBDA- Professional Staff Short-Term Leaves
  - Board Policy GDBDA: Support Staff Leaves
- The Date of Providing Formal Notification of Separation or Ending Assignment Matters
  - May affect accrual payout, early incentive amount(s), and contract penalties, as applicable.
- What is Considered the Notification Date?
  - The date in which written notice of intent to resign or retire is provided. The employee is encouraged to notify the human resources department and their immediate supervisor in writing as soon as they decide not to return or not to accept another contract with the district. This written letter should be submitted through the District's platform within 24 hrs. (Records- "Notice of Separation").
- What is Considered the "Effective" Date of Separation or Ending Assignment that is Eligible for Accrual Payout?
  - **Separating at the End of the School Year-** fulfilling (working) the entirety of their [work calendar](#) and contract (for contracted employees)- this effective date is the last work day identified on their position's [work calendar](#). Note: Effective date is last day per work calendar, even if the assignment/position has additional days- employee is expected to work them and will be compensated aligned to BOE approved salary schedule.
  - **Separating Prior to the End of the School Year** (aligned to the employee position's [work calendar](#))- employee's last day of work.
    - Effective date (last day of employment) is different from the last paycheck or benefits term.
    - Contracted Employees: The contract reflects the number of days anticipated to work, effective start date (corresponds to employee's position [work calendar](#)).
- Accrual Payout Procedures (vacation, accrued sick leave, unused PTO)
  - Any employee who has accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with written notice submitted at least 30-59 days prior to the effective date, shall be paid \$35 per day in excess of 60 days. The district reserves the right to waive the two-week voluntary resignation notice period.
  - Any employee who has accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with written notice submitted at least 60 days or more prior to the effective date, shall be paid \$50 per day in excess of 60 days.

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- **Accruals Upon Separation**
  - Once an employee is separated and the transaction is official and processed in finality, an employee who separates will not be able to be reinstated with pre-existing accruals etc.
  - No change for rescind approvals if accepted by the district.
  - Previous employees who have formally separated can be rehired and when they do, it will be processed as a new hire with loss of any previous seniority or accruals that were already paid out upon separation regardless of short term “rehire”.
    - Example: Joe Jones separated in 1/10/2024 and was processed to completion and reapplied in May 2024. Jones, if selected as best candidate will begin as a new hire as there was a break in SPS employment.

### **Benefits- How Does This Affect My Benefits?**

If you would like to meet with a Benefits & Leave team member regarding your benefits, email [Benefits@spsmail.org](mailto:Benefits@spsmail.org) or call 417-523-4647 to make an appointment. You may also find additional information on the [SPS Benefits website](#).

- **Payroll & Benefits for Prior to End of School Year (Work Calendar- per position)- Retirement and Resignations**
  - Your final paycheck is dependent upon your resignation date.
  - Benefits end the last day of the month you separate from SPS.
    - Example: Separation date November 22 – coverage ends November 30<sup>th</sup>.
  - The payroll department notifies the Missouri Public School Retirement Office within 30 days from your retirement effective date. Should you have questions regarding withdrawal of contributions you can contact PSRS/PEERS at 1-800-392-6848.
  - Unused Personal Illness time: Bargaining unit employees who have accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with a written notice submitted 30-59 days prior to the effective date, shall be paid \$35 per day in excess of 60 days. The district reserves the right to waive the two-week voluntary resignation notice period. Bargaining unit employees who have accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with a written notice submitted at least 60 days or more prior to the effective date, shall be paid \$50 per day in excess of 60 days
- **Payroll & Benefits for End of Year Retirement and Resignations**
  - Your final paycheck and the date your benefits term is usually at the end of the month of which you work your last day of your work calendar unless you are a 9-month **exempt** employee and retire or resign at the end of the school year. Then your final paycheck and the date your benefits term is usually at the end of August.

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- The payroll department notifies the Missouri Public School Retirement Office within 30 days from your retirement effective date. Should you have questions regarding withdrawal of contributions you can contact PSRS/PEERS at 1-800-392-6848.
- Unused Personal Illness time (please refer to Collective Bargaining Agreement, as applicable):
  - Bargaining unit employees who have accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with a written notice submitted 30-59 days prior to the effective date, shall be paid \$35 per day in excess of 60 days. The district reserves the right to waive the two-week voluntary resignation notice period.
  - Bargaining unit employees who have accumulated more than 60 days of sick leave, upon retirement or voluntary resignation with a written notice submitted at least 60 days or more prior to the effective date, shall be paid \$50 per day in excess of 60 days.

### **Contract Penalty**

- Board Policy GCPB: Resignation of Professional Staff Members
- Board Policy GDPB-2 Resignation of Support Staff Members

In general, professional staff members including, but not limited to, probationary teachers and principals, have a binding contract with the district once the employee and the board have executed a contract in accordance with law. After the contracts are issued and signed (required to be signed within 15 days of issuance), contract penalties may apply. Note: Contract penalty information is on every employment contract.

Employees may notify the district that they will no longer work for the district at the end of the existing contract by submitting a written resignation notice to the human resources department at any time. Tenured teachers who do not want to work for the district in the next school year must submit a written resignation notice to the superintendent or designee no later than June 1. In these situations, the resignation is considered accepted once it is received by the superintendent or designee.

If, after signing the contract, the teacher or administrator requests to be released from the contract prior to its expiration, the teacher or administrator and the district recognize that the district is entitled to compensation for the costs of finding a suitable replacement, training expenses and other disruptions. Because the actual damages will be difficult to ascertain, the board and teacher or administrator agree that the following damage amounts are a reasonable estimation of the damages, depending on the date the teacher's or administrator's resignation is received by the human resources department. Only the BOE has the authority to release an employee from his/her contract.

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**Contract Category: Administrator & 12 Month Professional Staff Contracts** (those who receive admin. contracts)

- ☐ April 1 - May 15: \$1,000
- ☐ May 16 - June 15: \$2,000
- ☐ June 16 or later: \$3,000

Note: Executive Leaders & Negotiated Contracted employee's contract penalties may vary- see contract penalty info. on the contract issued.

**Contract Category: All Other Contracted Staff** (those who receive Teacher & Professional Contracts- ex: ISS, SLP, OT/PT, School Psych, Social Worker, etc.)

- ☐ Upon signing contract- June 1: \$1,000 (probationary & non-certified contracted only)
- ☐ June 2 - July 15: \$2,000 (all contracted)
- ☐ July 16 or later: \$3,000 (all contracted)

**Note:** Upon receiving notification of request to be released from a signed contract, contract penalty information will be submitted to the employee by HR, as applicable.

### Early Notification Incentive Guidelines & Forms

Springfield Public Schools strives to attract, retain and develop highly qualified employees. The district also recognizes the value of early notification of voluntary resignations to allow sufficient time to hire and train new employees effectively. Thus, the early separation notice incentive is offered to all full-time (benefitted) employees of Springfield Public Schools who have completed or will complete a minimum of one full year of employment at the time of separation. Retirees of SPS who return to work, part-time employees and employees who resign while on a leave of absence are not eligible. The respective incentive amounts listed below will be paid to contracted employees as part of their final paycheck. References: [Board Policy GCPB, 2025-2026 Employee Handbook](#)- Early Incentive; [Collective Bargaining Agreements](#).

- **Contracted and Non-Contracted- Categories, 3 incentive amounts** (\$1000, \$750, \$500)
  - Contracted (those who receive an employment contract: professional contract, teacher probationary or tenure, administrator, executive leader, negotiated, etc.).
    - See [Board Policy GCPB](#) for eligibility requirements and more.:
    - Review “notification date” and “effective date” definitions for separation notice (retiring/resigning). These affect early incentive eligibility.
- **Early Incentive Forms**

The Early Incentive Notification forms are now all located on the HR website, under [Quick Links](#). Attach form to letter of written notice of separation/ending assignment (that may be eligible). See [Board Policy GCPB](#) and CBA, as applicable to the position. Only eligible to receive 1 early notification incentive, as eligible based on criteria. See form for eligibility requirements.

- [Early Incentive- Contracted Employees](#)

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- [Early Incentive- Non-Contracted Employees](#)

### Employment Records and Reference Checks

Personnel records will be retained in accordance with the Missouri Secretary of State's applicable retention manuals. In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon receiving a public records request.

Reference: [Board Policy GBL: Personnel Records](#) and [Board Policy GBLB: References](#)

***District Response to a Request for a Reference-*** The district will maintain information about current and former employees as confidential within the limits of the law. Only the chief human resources officer or designee may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the human resources department. Upon request, employees will assist the chief human resources officer or designee with the preparation of accurate reference information. In accordance with law, the following information about employees or former employees will be provided to any entity or person upon request:

1. Names
2. Positions
3. Salaries
4. Lengths of service

\*In addition, information on allegations of sexual misconduct will be disclosed to public schools or charter schools, in accordance with state law.

To provide additional information to prospective employers, please complete and submit [Authorization for Release of Personnel Information](#).

Reference checks and verification of employment for current and former SPS employees should be sent to: [humanresources@spsmail.org](mailto:humanresources@spsmail.org)

Employees other than the chief human resources officer or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Personal references are prohibited to be provided for employees who have been accused of sexual misconduct regarding a minor or student.

### Exit Survey

Employees separating from SPS are encouraged to take a brief survey designed to help us understand more about your separation and how we can improve the experience of working at SPS. Thank you in advance for providing us with this important feedback and again, thank you



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for your service to Springfield Schools. Questions of any kind regarding your separation can be addressed by the SPS Human Resources Department by email at: [humanresources@spsmail.org](mailto:humanresources@spsmail.org) or by phone at: 417-523-GOHR (4647). For those leaving SPS, we encourage you to complete an exit survey.

- [2025-2026 Exit Survey](#) (if separating during or at the end of the 2025-2026 school year)

### **PSRS/PEERS- How Does This Affect My Retirement?**

- PSRS/PEERS website

Policy [GCPB](#): All staff members who qualify must participate in the Public School Retirement System (PSRS) or the Public Education Employee Retirement System (PEERS) of the State of Missouri. Employees who plan to retire under PSRS/PEERS should notify their supervisor and Human Resources in writing as soon as possible. Specific inquiries should be addressed to: Teacher (Non-Teacher) Retirement System of Missouri, P.O. Box 268, Jefferson City, Missouri 65102 or call 1 (800) 392-6848 or 1 (573) 634-5290. You may also email them at: [memberservices@psrsmo.org](mailto:memberservices@psrsmo.org)

- Types of retirement:
  - PSRS: positions that require a DESE teaching or administrator certificate.
  - PEERS: positions that do not require a DESE teaching or admin. Certificate.
  - PSRS-S: employee filling a classified position that holds a DESE teaching certificate.
- PEERS- The Public Education Employee Retirement System of Missouri (PEERS)
- PSRS- The Public School Retirement System of Missouri (PSRS)
  - Education and Counseling
  - Service Purchases
  - Service Retirement
  - Disability Retirement
  - Working After Retirement
  - Benefit Recipients
  - Taxes and Your Benefit
  - Survivor Benefits
  - Form and Resources

### **Separation Checklist**

On the last effective day of work, set up a time with your direct supervisor to submit security items (SPS name badge/proxy access, key(s), Building Swipe Card, etc.); SPS technology items; and complete a room/office checkout.

**Resource:** [Employee Separation Checklist](#)

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### **Working After Retirement**

- Working After Retirement Regulations
  - PSRS
  - PEERS