



June LeMaster, Ph.D., Administrator, Human Resources

PART-TIME (NON-BENEFITED) EMPLOYEE SEPARATION FORM

Employee Name:	Location:
Job Title:	Last Day of employment:
Part-Time Employee Resignation All employees requesting to resign their part-time position are directed to submit a resignation electronically through Skyward Employee Access. Employees who verbally submit their resignation should be encouraged to immediately	
complete the online electronic resignation. How complete an electronic resignation form, submit	wever, in the event the employee is either unable to, or chooses not to, this form to HR to inactivate this employee in Skyward and allow for a ted copy of any correspondence from the employee (i.e. text, email, etc.).
Reason given for resignation (select all that app	oly):
Benefits	Other Job
Career Change	Pay/Compensation
Continuing Education	Personal Reasons
Family Circumstances	Relocating
Lack of Opportunities	Retirement
Leaving the Workforce	Work Demands
Long Commute	Work Environment
Need More Hours	Work Schedule Conflict
If you as principal have determined not to contine reason(s) and/or provide a summary of the term	ne Employee Termination nue this part-time employee's employment, please select the appropriate nination reason(s). The reason(s) selected must coincide with the clude a printed copy of any correspondence to the employee (i.e.
Reason for termination (Select all that apply):	
Budget/Funding	Lack of Work
Attendance/Punctuality	Communications Skills
Human Relations	Judgment
Planning & Organization	Quality of Work
Professionalism	
Other:	
Principal's signature:	Date:

Please Note: Part-time employees with Jordan School District are considered "at will". That is, either the employee or Jordan School District may end the employment relationship at any time, for any reason, or for no reason. There is no expectation of continued or guaranteed employment.