

Certificated Resignation Form

INSTRUCTIONS

Introduction

All certificated employees who intend to resign from certificated service with the Los Angeles Unified School District must complete a Certificated Resignation Form (LAUSD/HR Form 8152). This includes employees who resign in order to retire with the California State Teachers Retirement System (CalSTRS). For certificated retirement information, visit the LAUSD Retirement Website at www.teachinla.com/retirement.

Instructions for Completing the Certificated Resignation Form

Item 1. General Information: Print legibly, entering all information in the spaces allowed. If you are uncertain of your location code, please check your most recent payroll stub or ask your time reporter.

Most employees are now paid on an “annualized” basis (i.e., projected annual salary spread over twelve monthly payments). Employees who resign prior to the completion of their contract service year may be in an overpaid or underpaid status which would require a salary adjustment. For further information on your individual situation, contact your time reporter.

Item 2. Resignation Other Than for Retirement: (Complete Item 2 if you are resigning from the District, but not immediately retiring. If you are resigning and immediately retiring, skip Item 2 and complete Item 3.) An employee’s resignation date will be, generally, the last day of the employee’s paid service or leave of absence.

Item 3. Resignation to Retire: (Complete Item 3 if you are resigning and immediately retiring.) Your retirement date will be the first date your retirement benefits begin with CalSTRS. Your resignation date will be the date immediately preceding the retirement date. Your resignation and retirement dates must be immediately consecutive in order to meet one of the eligibility requirements for continuing health benefits during retirement. Your resignation and retirement dates may be a Saturday or Sunday.

Employees wishing to retire must complete and submit both the Certificated Resignation Form (8152) to the District as well as the retirement application (SR0059) to the California State Teachers’ Retirement System (CalSTRS) in order to receive retirement benefits.

For important information regarding retirement for certificated employees, see LAUSD Reference Guide REF-1450, “California State Teachers’ Retirement System (CalSTRS) Information.”

Employees who plan to retire should call Certificated Placement and Assignments at (213) 241-5100 to request a retirement packet. For certificated administrators, call Certificated Administrative Assignments at (213) 241-6365 to request a retirement packet. This will insure that employees have all the necessary forms from CalSTRS and the District, including REF-1450 which provides on-line links to these forms.

Item 4. Expired Disability Leave: Indicate if you are resigning due to the expiration of a CalSTRS 39-month Disability Leave.

Item 5. Current Leave: Indicate if you are currently on a leave of absence, and specify the type of leave and expiration date.

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Item 6. Continued Employment with the District: It is possible to resign from K-12 contract service and continue employment with the District in the Division of Adult and Career Education (DACE) or the Early Childhood Education Division. Indicate if you currently have an assignment in Adult or Early Childhood Education and would like to keep that assignment following your retirement from other K-12 contract assignment.

If you indicate that you would like to be processed as a substitute teacher, you will be contacted by Certificated Placement and Assignments or the Substitute Unit.

Item 7. Signature and Acknowledgments: After reading all instructions, including the ethical obligations and revolving door restrictions, below, sign, date, and provide a contact phone number.

Ethical Obligations and Revolving Door Restrictions: If you are considering working for any outside organization that does business with LAUSD or exploring consulting work with LAUSD, note that there are revolving door restrictions. As with other public agencies and private organizations, LAUSD utilizes “cooling periods” to ensure that no unfair competitive advantage is extended due to the hiring of former LAUSD employees. If you work for another entity, remember the following revolving door restrictions:

- You cannot disclose any confidential information garnered or gained through your position with LAUSD, or use the information, directly or indirectly, for a personal, financial or other private interest.
- You cannot lobby LAUSD, including communicating with any LAUSD officials, either in person or in writing, on any matters under consideration by LAUSD for one year from your last date of employment.
- You cannot be compensated by an LAUSD contractor to work on any LAUSD matter which you personally and substantially participated in while at LAUSD for one year from your last date of employment.
- You cannot perform any services for an LAUSD contractor relating to a contract that you substantially participated in developing for LAUSD, for two years. This provision encompasses all contracts within your oversight.

Item 8. Signature of your immediate administrator: The administrator’s signature acknowledges your resignation. No administrator signature is necessary if you are resigning from a formal leave of absence. Day-to-day substitutes may request a signature from Human Resources.

District Benefits after Resignation and/or Retirement

If you are resigning and intend to request a lump-sum refund of your retirement contributions, contact Payroll, Certificated Retirement Accounting Unit at (213) 241-3197. Employees are urged to first meet with a CalSTRS counselor and to also contact Benefits Administration at (213) 241-4262 for eligibility requirements for continuing medical/dental/vision coverage.

Confidential Separation Questionnaire

After completing the Certificated Resignation Form, please complete the Confidential Separation Questionnaire and mail it separately. Instructions and mailing directions are printed on the questionnaire.

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Continuing Employment or Reemployment with the District

There is no guarantee of future reemployment with the District in any capacity after resignation. Reemployment is contingent upon District need at the time of application, and the candidate must meet current District selection standards. Permanent employees who resign shall, in accordance with E.C. Sec. 44931, be granted permanent status if offered reemployment and assigned to a permanent contract position within thirty-nine months of the employee's last date of paid permanent service. However, reinstatement to permanent status in K-12 or Adult Education contract service does not restore the seniority date; a new seniority date is assigned.

If you wish to be considered for reemployment following retirement, you must apply and be approved and cleared for employment. Possibilities for continuing employment or reemployment with the District are outlined below:

Day-to-day Substitute: It is possible to resign from contract service and then apply for employment as a retired K-12 day-to-day substitute with the District. If you indicated that you would like to be processed as a substitute teacher and marked Item #6 on the Resignation Form, you will be contacted by Certificated Placement and Assignments or the Substitute Unit. The application is also available for download at www.teachinla.com/retirement (click on Employment After Retirement). If you have questions, contact Certificated Recruitment and Selection at (213) 241-5300 for information regarding the current substitute hiring policy.

Interim Administrator: It is possible to retire from an administrative position and then apply to work as an interim (substitute) administrator on an as-needed basis. Contact the Administrative Selection Unit at (213) 241-6886 for information.

Adult Education: If you are retiring and are interested in employment in Adult Education, call the Adult and Career Personnel office at (213) 241-3174.

Los Angeles Unified School District Human Resources Division Certificated Resignation Form

Important: Refer to the attached instructions before completing this form. **(Retain a copy for your records.)**

1. Last Name	First Name	Employee Number (Person ID)	Date of Birth								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="00000000"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input style="width: 100%;" type="text"/></td> <td style="width: 25%;"><input style="width: 100%;" type="text"/></td> <td style="width: 25%;"><input style="width: 100%;" type="text"/></td> <td style="width: 25%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="text-align: center;">Month</td> <td style="text-align: center;">Day</td> <td style="text-align: center;">Year</td> <td></td> </tr> </table>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Month	Day	Year	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>								
Month	Day	Year									

Social Security Number	Status (Check One)
<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Permanent <input type="checkbox"/> District/University Intern <input type="checkbox"/> Substitute <input type="checkbox"/> Probationary <input type="checkbox"/> Provisional <input type="checkbox"/> Temporary <input type="checkbox"/> Other

Current Position	Grade/Subject	Track	Location Name	Loc Code (Org Unit)	Loc District/Division
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2. Resignation other than for Retirement (Complete only if you are resigning, but not immediately retiring.)

Your resignation date will be the close of, generally, the last day of paid service or leave of absence.

My resignation is to be effective at the close of the day on
Month Day Year

3. Resignation to Retire (Complete if you are resigning and immediately retiring.)

Your retirement date will be the first date your retirement benefits begin with CalSTRS.

My retirement date is (may be a Saturday or Sunday).
Month Day Year

Your resignation date will be the date immediately preceding your retirement date.

My resignation date is (may be a Saturday or Sunday).
Month Day Year

4. I am resigning because my CalSTRS 39-month Disability Leave has expired: No Yes

5. I am currently on a leave of absence: No Yes _____
Type of leave Expiration date

6. I would like to keep my assignment in the Adult Education Division: No Yes
 I would like to keep my assignment in the Early Childhood Education Division: No Yes
 I would like to be processed as a substitute teacher: No Yes

7. I hereby resign effective on the date noted above from all positions held by me as an employee of the Los Angeles Unified School District. I understand that I have an ethical obligation to avoid unfair use of my LAUSD position for private benefit and that I must observe LAUSD's cooling periods. I have read the information on the accompanying instruction sheet.

Signature of Employee	Date	() Home telephone
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8. Please obtain the signature of your immediate administrator, unless you are resigning from a formal leave.

Signature of immediate administrator	Title	Date
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Instructions for returning resignation form: Complete and mail two copies of the Certificated Resignation Form to one of the following departments:

1. Teachers and Support Personnel: Human Resources Certificated Placement and Assignments, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017, or
2. Management employees: Human Resources Administrative Assignments, 333 S. Beaudry Ave., 14th Floor, Los Angeles CA 90017, or
3. Adult Education non-management Personnel: Adult and Career Personnel, 333 S. Beaudry Ave., 18th Floor, Los Angeles CA 90017 or
4. Early Childhood Personnel: Early Childhood Education Division, HR Unit, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017

Complete and return the Confidential Separation Questionnaire to Personnel Research and Assessment according to the instructions provided on the Questionnaire.

