

Madison Metropolitan School District



Employee Resignation Process

If you are an employee leaving employment with the Madison Metropolitan School District, please follow the steps below to ensure you have a smooth transition.

Step 1. Notice of Resignation / Retirement

An employee who wishes to resign from the Madison Metropolitan School District should complete the resignation notice at <https://hr.madison.k12.wi.us/separation>, which will be submitted to Human Resources. Within this notification, you will be asked to complete an exit survey. You will also have the opportunity to request an in-person exit interview.

Each employee unit requires a minimum advance notice, as outlined below. You can notify MMSD before the minimum notice, which will help with your transition period. If the resignation notice is given after this timeframe, late resignation fees may be applied.

- Administrator – 30 days if resigning mid-year.
- Educational Assistant – 2 weeks
- Custodial – 2 weeks
- Food Service – 2 weeks
- Play and Learn – 2 weeks
- Professional – 2 weeks
- Professional-Instructional – 2 weeks
- School Security – 2 weeks
- Supportive Educational Employee (Clerical/Technical) – 4 weeks
- Teacher – Last day of school year OR 30 days if resigning mid-year.*
- Trades – 2 weeks

***Resignation Fee Schedule**

Teachers Unit

\$200 after end of school year or after contracts are due

\$250 after July 1

\$300 August 1 and after

Additional \$100 for those who do not give at least 30 days notice

Step 2. Apply for Retirement Benefits (if Retiring from MMSD rather than Resigning)

An employee who is eligible to retire from the Madison Metropolitan School District should complete all applicable retirement paperwork prior to their last day worked. More information about the Retirement Process, including the additional steps needed to retire, applicable forms and to sign up for a retirement consultation, can be found at <https://hr.madison.k12.wi.us/employee-retirement>.

Step 3. Return MMSD Property

Arrangements should be made with your supervisor to return all MMSD property such as keys, badge, laptops, etc. All MMSD property should be returned by your last day.

Step 4. Complete Exit Survey and Schedule Exit Interview

Exiting employees should complete the online exit survey. Additionally, you may schedule an exit interview with Human Resources. This will allow you an opportunity to discuss directly with Human Resources your reasons for leaving MMSD, your opinions of work conditions, and your relationships with your supervisor.

Additional Information

Final Paycheck

Your final paycheck will be deposited on the next regularly scheduled pay date following your termination date. It will be distributed as usual (direct deposit).

Vacation Balance

For employees who receive paid vacation, any unused vacation will be paid out to you on your last paycheck or subsequent check. If you have used more vacation than earned, the district will recuperate the additional time paid on your final paycheck.

Retiring

If you are retiring from MMSD, there are benefits that you can continue to receive through MMSD. Please contact the Benefits Helpdesk at benefits@madison.k12.wi.us or at (608) 663-1692 to sign up for a meeting to learn more about retirement benefits and to see if you qualify.

Benefits

When you end employment with MMSD, your insurance coverage will end. More information about when coverage ends can be found at <https://hr.madison.k12.wi.us/employment-changes>. You may elect to continue to participate in certain MMSD sponsored benefits or to convert certain coverage to an individual policy directly with the sponsoring insurance company. Continuation information will be mailed to your home after your last day worked.

Address Updates

All exiting employees are responsible for providing MMSD with a current address, so that any additional communication (such as your W-2) can be mailed out to the correct address in January. You can update your address at <https://hr.madison.k12.wi.us/changeform>.

Questions

Please contact the Human Resources Department at (608) 663-1693 with any additional questions.