



Things to know, before you go.
Ensuring a smooth transition.

If you have decided to resign from NNPS, here are a few notes to help you prepare for your transition.

This information is for employees **resigning** from NNPS. If you are retiring from NNPS, please see information regarding retirement [HERE](#).

Please provide your letter of resignation to your principal or supervisor and HR. Your letter should include your full name, employee id, last date of employment, and your current work location. A template is provided at the end of this packet for you to use in place of a letter or you may submit your resignation [HERE](#).

Support Staff	Taylor.green@nn.k12.va.us
Elementary Education	LaTanja.Riley@nn.k12.va.us
Secondary Education	Dinah.mackenzie@nn.k12.va.us
ESL, Special Education, Instructional Assistants, Speech Language Pathologists, School Psychologist, School Counselors	Keanna.james@nn.k12.va.us
Administrators/Specialists	Catherine.westphal@nn.k12.va.us

Policy GCQC

No later than their last work day, resigning employees must return all School Board property in their possession relating to security (keys, locks, etc.), confidential (including grade books) and proprietary information, tools, technology support equipment (such as laptop computers) and other items of value or which require replacement. The replacement value of items not returned may be charged against the employee's remaining or final paycheck, in accordance with the law.

Identification Cards and Access (copy) Cards must be returned to the Human Resources Department. For more information contact the Human Resources Department at 757-881-5061.

Laptops, cords, and other related equipment must be returned to the Technology Department Help Desk. Technology items received from the school, should be returned to the school's TSS or school department. For more information contact the Technology Department at 757-881-5460.

Pcards if you have a NNPS issued purchasing card, please return the card in person to the purchasing office. For more information call the purchasing office at 591-4516 x.10757.

Exit Interviews provide an opportunity for you to share your experiences. We value your feedback. Please use this [link](#) to schedule an interview. Interviews usually take 10 – 15 minutes and can be done via phone, zoom, or in person. For questions contact the Human Resources Department at 757-881-5061.

Personal information, such as your address and contact information, should be reviewed and updated in ESS (Employee Self Service) before you leave. You will continue to have access to ESS after you leave to access pay stubs, and W-2. It is important your contact information remains updated at all times for continuing communication regarding W-2's, insurance, or benefits. Please contact the Human Resources Department at 757-881-5061 or the Munis Help Desk at 757-591-4576 for questions or log-in information.

Benefits

When will my benefits end?

An employee that leaves NNPS before the 15th of the month – the benefits will end the last day of that month.

An employee that leaves NNPS on or after the 15th of the month – the benefits will end the last day of the following month.

Vacation time is the only leave that is paid out when an employee resigns. The maximum days paid out will be 36 days.

An employee will not be paid out for any sick leave balance.

An employee that goes to work for another VRS employer may submit a request through the new employer to have up to 90 unused sick days transferred to the new VRS employer.

Employees with Health, Dental, or Vision	VRS
<p>Chard Snyder will send COBRA information to the address on file with Human Resources.</p> <p>Once the packet is received, you will have 60 days from the last day you are covered under benefits to elect continued coverage through COBRA.</p>	<p>Employee will receive information from VRS – the packet from them will vary based on employee position with NNPS. Employee may contact VRS at 1-888-827-3847.</p>
City Only Employee	
<p>Employee must have 5 years of service to be vested in the City Retirement Plan.</p> <p>An employee with 5 years of service and who is 60 years of age will be eligible to receive a monthly benefit.</p> <p>It is highly recommended that the employee schedule a meeting with a Benefits Analyst prior to retiring.</p>	

Questions regarding benefits can be directed to the Benefits Department at 757-881-5061.

Payroll

When will I receive my last check?

Final payments will be processed depending upon an employee's resignation date. The employee's pay will be prorated based off the contracted days worked. For a more accurate breakdown, contact the Payroll Department at 757-283-7811.

The following pages are the bi-weekly and monthly pay periods and pay dates.

Resignation Form

Name _____

Employee ID _____

Date of Submission _____

Last date of employment _____

Current Work Location _____

Current Job Title _____

Reason for leaving _____

Signature _____

Please email this form to your principal or supervisor and ask.hr@nn.k12.va.us.