

SERVICE: Certificated

ISSUED BY: Pers. Research (5-16-24)

REPLACES: PG: E 14 (9-10-13)

REFERENCE: Education Code Sections 44930, 44030, and 44030.5; Board Rules 1971 and 1912

CHANGES: Under new State law, fines and legal proceedings may be imposed related to untimely submission of resignations under Education Code Sections 44030 and 44030.5. To ensure compliance, administrators are required to submit resignations immediately (within 48 hours) for action.

1. Resignation: A resignation is a voluntary action taken by an employee who wishes to terminate their employment with the District.

a. Resignation Procedure:

(1) A resignation should be submitted by the employee to the immediate administrator on the Certificated Resignation [Form 8152](#). The administrator is responsible for ensuring the resignation form is **immediately emailed (within 48 hours)** to the appropriate personnel office listed below. State law now imposes potential fines and legal proceedings for administrators related to untimely submission of resignations. The form can be downloaded online by using this link to the [HR Forms](#) page.

- Teachers and Support Personnel email to: HRAssignments@lausd.net.
- Substitute Teachers email to: SubDesk@lausd.net
- Administrators/Management Employees: email to: AdminAssignments@lausd.net.
- Adult Education Teachers and Support Personnel: email to: AdultandCareerEd@lausd.net.
- Early Childhood Education Personnel email to: EarlyChildhood@lausd.net

(2) If an employee orally notifies the immediate administrator of a resignation, the administrator must make a positive effort to obtain a written statement from the employee.

If only an oral resignation can be obtained, the immediate administrator must complete as much information as possible on [Form 8152](#), indicate "Oral Resignation" on the employee signature line and **email** the resignation form to the appropriate personnel office listed above.

b. Resignation Effective Date:

- (1) The resignation shall be effective upon acceptance by the Chief Human Resources Officer or his/her designee, unless otherwise designated within the resignation by the affected employee, but under no circumstances shall the resignation be effective later than the end of the school year in which it is submitted.
- (2) The effective date of resignation may, in accordance with Education Code provisions, be moved to any date between the requested date and the end of the school year to provide time to obtain a suitable contract replacement.

c. Cancellation of Resignation:

- (1) Resignations may only be cancelled before the effective date if approved by the Chief Human Resources Officer.
 - (a) Appropriate corrections to District records will be processed as needed.
 - (b) Cancellations approved by the Board for certificated management personnel require non-routine Board action pursuant to Board Rule 1912.
- (2) An employee may return to service only through the reemployment process after the resignation effective date has passed.

2. Resignation to Avoid Dismissal: An employee against whom a dismissal action has been initiated may submit a resignation. An administrator must immediately (no later than 48 hours) forward the resignation form and include notes indicating the action taken to avoid dismissal to the appropriate personnel office listed in Section 1.a.(1).

When authorized resignations are processed in time to avoid dismissals, the personnel action will reflect a resignation to avoid disciplinary action. The material collected for the dismissal shall remain in the employee's service record.

3. Resignation Prior to Retirement: An employee intending to retire must submit a District resignation form to the appropriate personnel office listed in Section 1.a.(1). The effective date of the resignation must immediately precede the first date of retirement for eligible employees to continue District-paid health and welfare benefits. An employee resigns effective the close of the last working day and retires the following day.
4. Resignation Following Expiration of Leave: Two calendar months before the expiration of a leave for one semester or more, and upon reasonable notice from the District, the employee must notify the appropriate Certificated Human Resources Office of an intention to return or request an extension of leave, if eligible. Failure by the employee to give such notice or to report to duty as directed after having been given such notice shall be considered abandonment of position and resignation from service. An exception to this rule shall be made if it was impossible for the employee to give the required notice.



LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division
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 8152). This includes employees who resign to retire with the California State Teachers Retirement System (CalSTRS). For certificated retirement information, visit the LAUSD Retirement Website at [Certificated Retirement Information](#) and/or refer to [Policy Guide E 14](#) for additional resignation/retirement information.

Instructions for Completing the Certificated Resignation Form

1. **General Information:** Print legibly, entering all information in the spaces allowed. If you are uncertain of your cost center, 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 status which would require a salary adjustment. For further information on your individual situation, contact Payroll Customer Services at (213) 241-2570.

Confidential Separation Questionnaire: Please complete the Confidential Separation Questionnaire which may be accessed by clicking the following link: [Employee Exit Survey](#)

2. **Resignation Other Than for Retirement:** Complete this step if you are resigning from the District, but not immediately retiring. If you are resigning and immediately retiring, please skip this step and complete Item Three (3). An employee’s resignation date will be the last day of the employee’s paid service or leave of absence.
3. **Resignation to Retire:** Complete this step if you are resigning and retiring immediately. Your resignation date will be the date immediately preceding the retirement date. Your retirement date will be the first date your retirement benefits begin with CalSTRS. Your resignation and retirement dates must be consecutive to meet one of the eligibility requirements for continuing health benefits during retirement. Your resignation/retirement date can be a Saturday or Sunday.

Important: Employees wishing to retire must complete and submit the Certificated Resignation Form 8152 (which is located in the [Human Resources Forms](#) library) to the District. Additionally, you must submit the [Service Retirement Application \(SR-0059\)](#) to CalSTRS. The website and additional information regarding retirement benefits are available using the link to [California State Teachers' Retirement System \(CalSTRS\)](#).

Employees who plan to retire may obtain retirement related information and resources using the [Certificated Retirement Information](#) web page which gives employees access to all necessary District forms and provides links to the [CalSTRS](#) website.

For further information, employees may also contact the following offices:

- Certificated teachers and support personnel: Certificated Assignments and Support Services (213) 241-5100
- Certificated administrators: Certificated Administrative Assignments at (213) 241-6365
- CalSTRS (800) 228-5453

1. **Expired Disability Leave:** Indicate if you are resigning due to the expiration of a CalSTRS 39-month Disability Leave.
2. **Current Leave:** Indicate if you are currently on a leave of absence and specify the type of leave and expiration date.
3. **Signature and Acknowledgements:** After reading all instructions, including the ethical obligation, and revolving door restrictions, sign, date, and provide contact information.
4. **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 the Assistant Director of the Substitute Unit.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Certificated Resignation Form

Important Information

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 (1) 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 (1) year from your last date of employment.
- You cannot perform any services for an LAUSD contractor relating to a contract that you significantly engaged in developing for LAUSD, for two (2) years. This provision encompasses all contracts within your oversight.

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) 241-2570. Employees are urged to first meet with a CalSTRS counselor and to also contact Benefits Administration Branch at (213) 241-4262 for eligibility requirements for continuing medical/dental/vision coverage.

Continuing Employment or Reemployment with the District

There is no guarantee of future re-employment with the District in any capacity after resignation. Re-employment 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 Education Code Section 44931, be granted permanent status if offered re-employment and assigned to a permanent contract position within thirty-nine (39) months 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 re-employment following retirement, you must apply with the District as indicated below. Work is on an as-needed basis in compliance with STRS rules which prohibits post-retirement employment for 180 days following retirement:

Interim Administrator: Retired certificated administrators may apply to work as an interim (substitute) administrator. Contact the Administrative Selection Unit at (213) 241-6886 for more information.

Substitute Teacher: Retired certificated employees may apply to work as substitute teachers. Contact the Certificated Substitute Unit at (213) 241-6117 or by emailing Subdesk@lausd.net for more information.

LOS ANGELES UNIFIED SCHOOL DISTRICT

Human Resources Division

Certificated Resignation Form

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

1.

_____	_____	_____	_____	_____	_____
Last name	First name	Employee No (Person ID)	Month	Day	Year
			Date of Birth		
Status (Check One):	<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		
_____	_____	_____	_____	_____	_____
Current Position	Grade/Subject	Location Name	Cost Center (Org Unit)	Region/Division	

2. **Resignation other than for retirement** (Complete only if you are resigning, but not immediately retiring).

Your resignation date will be the close of the last day of paid service or leave of absence. My resignation date* is to be effective at the close of the day on _____ / _____ / _____
Month Day Year

Reason for separation: _____

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

Your resignation date will be the date immediately preceding your retirement date.
My resignation date is _____ / _____ / _____
Month Day Year

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

***Annualized employees, who resign/retire prior to the completion of their contract service year, may be in an overpaid status.**

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

5. I am currently on a leave of absence:

No Yes _____
Type of Leave Expiration Date

6. 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 "revolving door" restrictions. I have read the information on the accompanying instruction sheet.

Signature of Employee Date () Preferred Contact Number

Address After Resignation City State Zip Preferred Email Address

7. Please obtain the signature of your immediate administrator unless you are resigning from a formal leave.

Signature of Immediate Administrator Title Date

Instructions:

- Complete and** e-mail the Certificated Resignation/Retirement Form **within 48 hours** to the appropriate Human Resources (HR) Department:
 - Teachers or Support Personnel:** HRAssignments@lausd.net
 - Substitute Teachers:** SubDesk@lausd.net
 - Administrators/Management Personnel:** AdminAssignments@lausd.net
 - Early Childhood Education Personnel:** EarlyChildhood@lausd.net
 - Adult Education Teachers and Support Personnel:** AdultandCareerEd@lausd.net
- Complete the Confidential Separation Questionnaire online at:** [Employee Exit Survey](#)





Step by Step Guide To Enroll in Retirement Health Benefits

BENEFITS ADMINISTRATION

VERIFYING ELIGIBILITY FOR RETIREE HEALTH BENEFITS

- If you plan to **retire within 6 months**, skip to the Enrollment section.
 - If you plan to **retire within 24 months**, submit an [HBA1 Retirement Eligibility Verification Form](#) to Benefits Administration. You will receive a response within 90 days indicating your eligibility.
- For eligibility information, visit www.lausd.org/benefits under the Retirees section.

ENROLLING IN HEALTH BENEFITS

- Apply for retirement through CalSTRS/CalPERS. Send a copy of the Award Letter/Acknowledgment letter to Benefits Administration. You must receive a monthly pension allowance to qualify for retiree health benefits.
- Submit a resignation form to Human Resources or Personnel Commission. The resignation date must be one day prior to the retirement date.
 - For certificated employees, complete form **HR Form 8152**.
 - For classified employees, complete form **PC5209**.



Resignation automatically generates a COBRA packet to be mailed to you; please do not enroll in COBRA benefits if you are eligible and plan to enroll in retiree District-sponsored health benefits.

- Submit a [HI-22 Application for Continuation of Health Benefits Form](#) to Benefits Administration at least **3 months before** your retirement date.
 - If you elect Health Net Seniority Plus, fill out [Health Net's Seniority Plus Enrollment Form](#) to enroll in Medicare Advantage Plan. This requirement only applies to the Health Net Seniority Plus plan.

If you and/or your spouse/domestic partner are age 65 or older at the time of your retirement:

- Apply for Medicare Parts A and B with the Social Security Administration (800-772-1213) or visit www.ssa.gov. The initial enrollment period starts **3 months before** you or your spouse/domestic partner turn 65.
- When applying for Medicare, the Social Security Administration requires form **CMS L564 Request for Employment Information**. Request Benefits Administration for a completed **CMS L564** form.
- Request your effective Medicare date to be the first of the following month of your retirement date.
- Submit a copy of your Medicare Card to Benefits Administration. If you do not qualify for premium-free Part A, submit an ineligibility letter for Part A from the Centers for Medicare and Medicaid (CMS).

NOTE

- Student verification is required for dependent children between ages 19-25 for medical, dental, and/or vision coverage. Dependent disabled children must meet the disability standards of your medical plan and must be enrolled prior to age 26. Disabled certification must be done **90 days prior** to your retirement date.
- If you have a P.O. Box address on file with the District and are enrolling in Anthem Medicare Preferred (PPO) or Kaiser Senior Advantage Plan, you must complete a [P.O. Box Address/Attestation Form](#).
- If you have Flexible Spending Account(s), remember you have **90 days after** your retirement date to submit any claims for services rendered while you were an active employee.
- If you are enrolled in an optional life insurance plan, you may convert to an individual policy by contacting your life insurance administrator **within 30 days** of your retirement.





Save This Flyer

Retiree Reminders

BENEFITS ADMINISTRATION

As a retiree participating in District-sponsored health benefits, you need to stay informed of important requirements to maintain your District-sponsored health benefits.

MEDICARE

If you or your spouse/domestic partner are turning age 65 or become Medicare eligible, you must apply for **Medicare Parts A and B** to continue your medical benefits. Part A covers inpatient hospital coverage and Part B covers outpatient care coverage. Medical benefits will term for you and your dependents if you do not apply and stay enrolled in Medicare. Dental and vision benefits are not affected. For plan requirements and information, please visit the [Retiree - Health Plan/Providers](#) page. For general Medicare information, please visit [Benefits Administration Medicare](#) page.

- **To apply** visit [SSA.gov](https://www.ssa.gov) or contact the Social Security Administration at (800) 772-1213. You are responsible for paying for all Medicare premiums. If you are not eligible for Medicare Part A premium-free, you must provide Benefits Administration with a confirmation letter of ineligibility from the Centers for Medicare and Medicaid Services (CMS). Enrollment period begins **3 months** before you or your spouse/domestic partner turns 65.
- **Submit a copy of your Medicare Card** to Benefits Administration via mail, email, or fax. If enrolling in **Anthem Medicare Preferred (PPO) or Kaiser Senior Advantage plan**, a P.O. Box attestation will be required if you have a P.O. Box address on file. Please note that enrolling in more than one Medicare Advantage medical or prescription plan will cancel your District-sponsored medical plan.

CHANGE OF ADDRESS

Keep your address updated with Benefits Administration by submitting an [HBR10 Retiree Change of Address](#) form. If you are moving out of California, verify benefit plan availability in your new area by contacting Benefits Administration.

DEPENDENT STUDENTS AGES 19-25

To maintain health benefits for your dependents, student verification requirements will be mailed to you for every Spring and Fall semester. To be considered a student, a dependent must be enrolled in at least eight (8) units per quarter/semester at an accredited college, university, or trade school. For more information, please review the Dependent Eligibility section on the [Retiree - Eligibility](#) page.

HELPFUL REMINDERS

- **Flexible Spending Account(s):** You have **90 days** after your retirement date to submit any claims for services rendered while you were an active employee. Contact TASC, the FSA administrator, at (800) 422-4661 for more information.
- **Life Insurance:** You can port or convert your current basic and/or optional life insurance plans within **30 days** of your retirement. Contact Securian at (866) 293-6047 to review your options.
- **Returning to Work:** If you choose to return to work at LAUSD after retirement, there is timing and assignment status that should be considered to not jeopardize your retiree District-sponsored health benefits eligibility. Please review those conditions on the [Retiree - Enrollment](#) page.
- In the event of a retiree's death, health benefits will terminate for the surviving spouse/dependents as of the end of the month in which the retiree passed away. It is important for surviving spouses/dependents to report a death within 60 days to continue coverage at their own expense through [COBRA](#). Please refer to **When a Person Passes Away** guide or visit www.lausd.org/benefits for helpful information.

Have Questions?

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Contact Benefits Administration
benefits@lausd.net | (213) 241-4262
www.lausd.org/benefits

