



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF HUMAN RESOURCES

January 2, 2013

TO: Assistant Superintendents
Complex Area Superintendents
Principals
Teachers
Public Charter School Program Office
Personnel Regional Officers

FROM: Douglas K. Murata, Assistant Superintendent

A handwritten signature in black ink, appearing to read "Douglas K. Murata".

SUBJECT: **Revision to the January 11, 2011 Guidelines Regarding the Movement of Teachers between the Department of Education and the Public Charter Schools**

The Department of Education (DOE) has revised its current guidelines and procedures and updated the forms referenced in our January 21, 2011 memo, regarding the movement of teachers between the DOE and the Public Charter Schools (PCS).

This most recent revision clarifies the procedures and guidelines involved and the forms needed whenever a DOE teacher leaves the DOE for employment opportunities with the PCS. The revisions further clarify the procedures of their subsequent re-employment with the DOE and the options that may be available to them.

These revisions will become effective immediately. Please review the following attachments containing these guidelines and procedures along with the revised flowcharts and forms that will be utilized.

Should you have any questions, concerns or need additional information, please contact Wilfred Keola, Personnel Specialist, at 587-8533 or by email at Wilfred_K_Keola_Jr @notes.k12.hi.us.

DKM:WK:sy

Attachments

c: Board of Education
Kathryn S. Matayoshi, Superintendent
Roger McKeague, Executive Director, Charter School Administrative Office
Alvin Nagasako, Executive Director, Hawaii State Teacher Association
Personnel Specialists, Office of Human Resources

**EMPLOYMENT GUIDELINES PERTAINING TO THE MOVEMENT OF
TEACHERS EMPLOYED BY THE DEPARTMENT OF EDUCATION AND
PUBLIC CHARTER SCHOOLS**

(Revised 12/2012)

The Department of Education (DOE) has revised and clarified the employment guidelines and procedures pertaining to the movement of teachers between the DOE and the Public Charter Schools (PCS). These newly revised guidelines and procedures outline the re-employment process of formerly employed DOE teachers and the employment of PCS teachers, with no previous employment in the DOE, to the DOE.

ELIGIBILITY

DOE and PCS teachers are eligible to participate in the movement of teachers between the DOE and the PCS. They should be mindful of the employment and re-employment practices associated with each category of movement.

FORMS

The four forms listed below can be downloaded from the Department's Standards Practice website: <http://sp.k12.hi.us/forms/ohr>.

- | | |
|------------------------|---|
| DOE OHR 600-009 | Notification of Acceptance of a Charter School Position
This form needs to be completed by DOE teachers and submitted to their current DOE principal. |
| DOE OHR 200-010 | Teacher Request for Transfer and/or Intra-School Reassignment
This form is submitted to the school that is posting the vacant position. |
| DOE OHR 200-009 | Transfer and Assignment Employment Information for Charter School Teacher
This form needs to be completed by former DOE teachers as part of the employment/re-employment process. |
| DOE OHR 300-011 | Separation From Service
This form needs to be completed by DOE teachers accepting a teaching position at a PCS <u>outside of the first posting</u> of the Teacher Assignment and Transfer Program (TATP). |

A. DOE TENURED TEACHERS

1. **A DOE tenured teacher accepts a PCS position within the first posting of the TATP.**
 - DOE OHR 600-009 must be completed. This form signifies that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.

- A PCS teacher (former DOE tenured teacher) may be eligible for subsequent re-employment, with the DOE, through the TATP, provided he/she has continually been employed in a PCS position, which utilized the personnel/payroll services of the DOE.
- A PCS teacher (former DOE tenured teacher), who has not continually been employed in a charter school position, which utilized the personnel/payroll services of the DOE, may also be eligible for subsequent re-employment through TATP. However, his/her re-employment will be reviewed and processed by the DOE's Teacher Recruitment Section. All re-employment forms provided to the PCS teacher must be submitted to the Teacher Recruitment Section.

Note: Salary classification for all re-employed DOE tenured teachers will be re-evaluated to ensure that any changes in classification that were awarded, while in the employment of the PCS, were in compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

2. A DOE tenured teacher accepts a PCS position outside of the first posting of TATP.

- DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.
- A PCS teacher (former DOE tenured teacher) seeking re-employment with the DOE within two years of his/her separation from service date must submit an updated application and satisfactory confidential report from his/her PCS and his/her last DOE school. The screening interview will be waived. Re-employment will be reviewed and processed through the DOE's Teacher Recruitment Section.
- A PCS teacher (former DOE tenured teacher) seeking re-employment with the DOE after two years from his/her separation from service date, must reapply as a new hire (new application and screening interview required) through the DOE's Teacher Recruitment Section.

Note: Former DOE tenured teachers, who accept a PCS position outside of the first posting, will not be eligible to participate in the TATP. In addition, any salary classification upgrades that were awarded, while in the employment of the PCS, will be re-evaluated to ensure compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

B. DOE TEACHERS IN THEIR LAST SEMESTER OF PROBATION

1. A DOE satisfactory probationary teacher in his/her last semester of probation accepts a charter school position within the first posting of TATP.

- DOE OHR 600-009 must be completed. This form signifies that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.

- A PCS teacher (former DOE teacher in his/her last semester of probation) may be eligible for subsequent re-employment, within the DOE, through the TATP, provided he/she has continually been employed in a PCS position, which utilized the personnel and payroll services of the DOE. He/she may participate in the first posting of the TATP.
- A PCS teacher (former DOE teacher in his/her last semester of probation), who has not continually been employed in a PCS position, which utilized the personnel and payroll services of the DOE, may also be eligible for subsequent re-employment through the TATP. However, his/her re-employment will be reviewed and processed through the DOE's Teacher Recruitment Section. All re-employment forms provided to the PCS teacher must be submitted to the DOE's Teacher Recruitment Section.

Note: Salary classification for all re-employed DOE teachers (in their last semester of probation) will be re-evaluated to ensure that any changes in classification that were awarded, while in the employment of the PCS, were in compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

2. A DOE satisfactory probationary teacher in his/her last semester of probation accepts a PCS position outside of the first posting of TATP.

- DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE.
- A PCS teacher (former DOE teacher in his/her last semester of probation) seeking re-employment with the DOE within two years of his/her separation from service date must submit an updated application and satisfactory confidential report from his/her PCS and his/her last DOE school. The screening interview will be waived. Re-employment will be processed through the DOE's Teacher Recruitment Section.
- A PCS teacher (former DOE teacher in his/her last semester of probation) seeking re-employment with the DOE after two years from his/her separation from service date, must reapply as a new hire (new application and screening interview required) through the DOE's Teacher Recruitment Section.

Note: A former DOE satisfactory probationary teacher, in his/her last year of probation, who accept a PCS position outside of the first posting, will not be eligible to participate in the TATP process. In addition, any salary classification upgrades that were awarded, while in the employment of the PCS, will be re-evaluated to ensure compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.

C. OTHER CATEGORIES OF NON-TENURED DOE TEACHERS

1. A less-than-satisfactory probationary DOE teacher serving his/her last semester of probation.

A less-than-satisfactory DOE probationary teacher serving his/her last semester of probation accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be

completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

2. A DOE probationary teacher not serving his/her last semester of probation.

A DOE probationary teacher, not serving his/her last semester of probation, accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

3. Code "W" Teacher

A code "W" teacher [*one who has completed a State Approved Teacher Education (SATE) program, but has not acquired a Hawaii teaching license*] accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

4. Code "5" Teacher

A code "5" teacher (*one who has not completed a SATE*) accepts a PCS position. DOE OHR 300-011 and DOE OHR 600-009 must be completed. These forms signify that the employee is electing to accept a PCS position and thereby ending his/her services with the DOE. The teacher may subsequently re-apply as a new hire with the DOE by completing a new application and successfully passing the DOE's screening process and intake interview.

Note: The four categories of teachers mentioned above will be subject to one year of DOE probationary status (*Act 298, Session Law 2006*), upon re-employment, if the following conditions are met:

- a. The teacher completed one school year of full-time licensed teaching experience at the PCS;
- b. The teacher maintains a current Hawaii teaching license; and
- c. The teacher has received satisfactory evaluations.

Note: Salary classification for all re-employed DOE teachers, in the categories mentioned in this section, will be re-evaluated to ensure that any changes in classification that were awarded, while in the employment of the PCS, were in compliance with the Department's current teacher reclassification guidelines. Adjustments in salary classification may result.

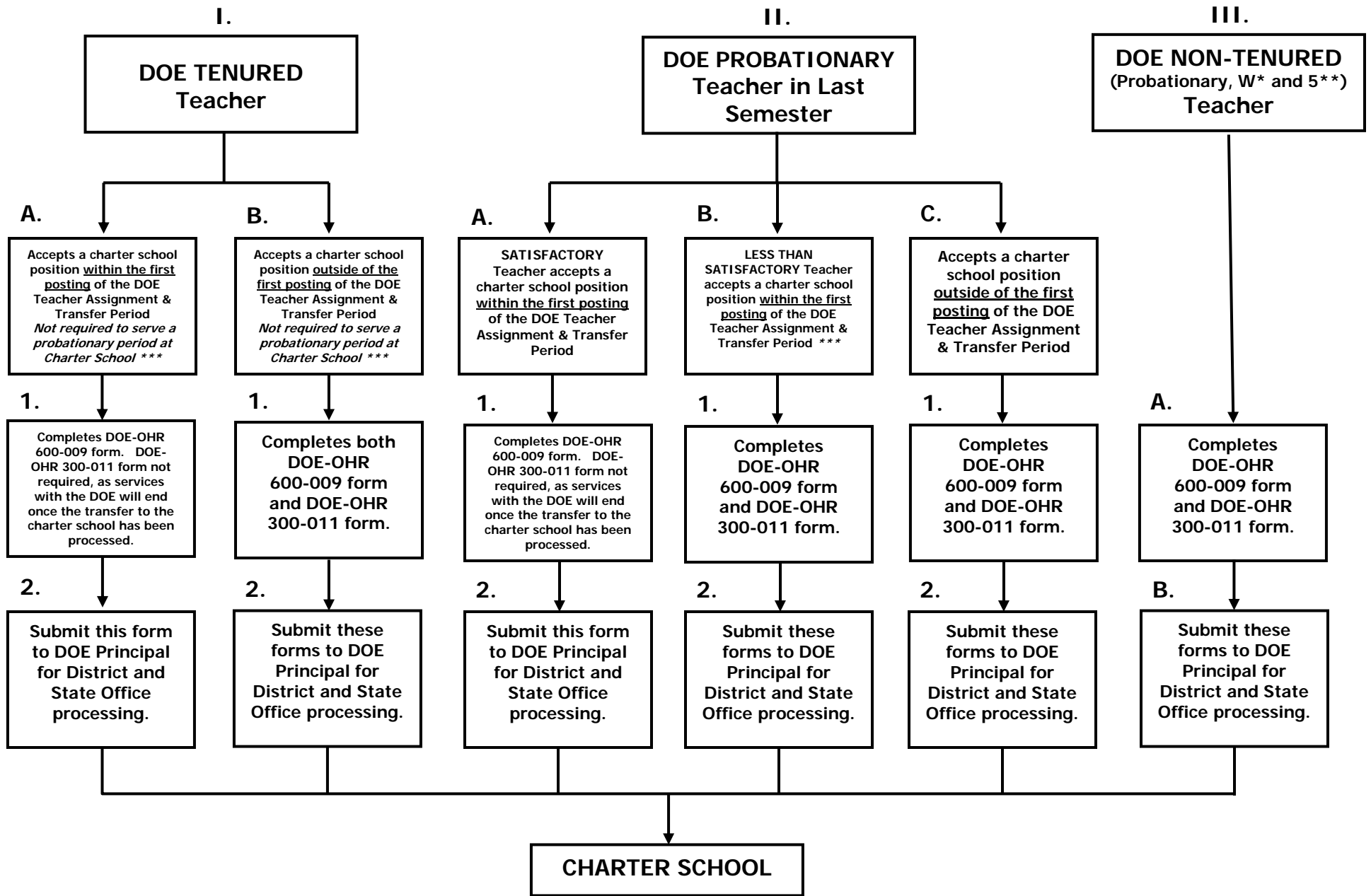
D. HAWAII LICENSED CHARTER SCHOOL TEACHERS

A Hawaii licensed PCS teacher with no previous DOE experience wants to be employed with the DOE.

1. The teacher may apply as a new hire with the DOE. An application and screening interview is required.
2. The teacher will be subject to one year of DOE probationary status (*Act 298, Session Law 2006*) if the following conditions are met:
 - The teacher completed one school year of full-time licensed teaching experience at the public charter school;
 - The teacher maintains a current Hawaii teaching license; and
 - The teacher has received satisfactory evaluations.
3. Salary and Classification
 - A Hawaii licensed PCS teacher who was continually employed in a teaching position which utilized the personnel/payroll services of the DOE, will have his/her current salary classification re-evaluated to ensure that their awarded classification upgrades were in compliance with the DOE's current teacher reclassification guidelines. Adjustments in salary classification may result.
 - A Hawaii licensed PCS teacher who was employed in a teaching position, which did not utilize the personnel/payroll services of the DOE, will be categorized as a new hire and placed at Class II, III or VII on the teacher salary scale. Placement will be based on the DOE's current teacher recruitment guidelines.

ATTACHMENT A

DOE TEACHER ACCEPTING A CHARTER SCHOOL TEACHER POSITION



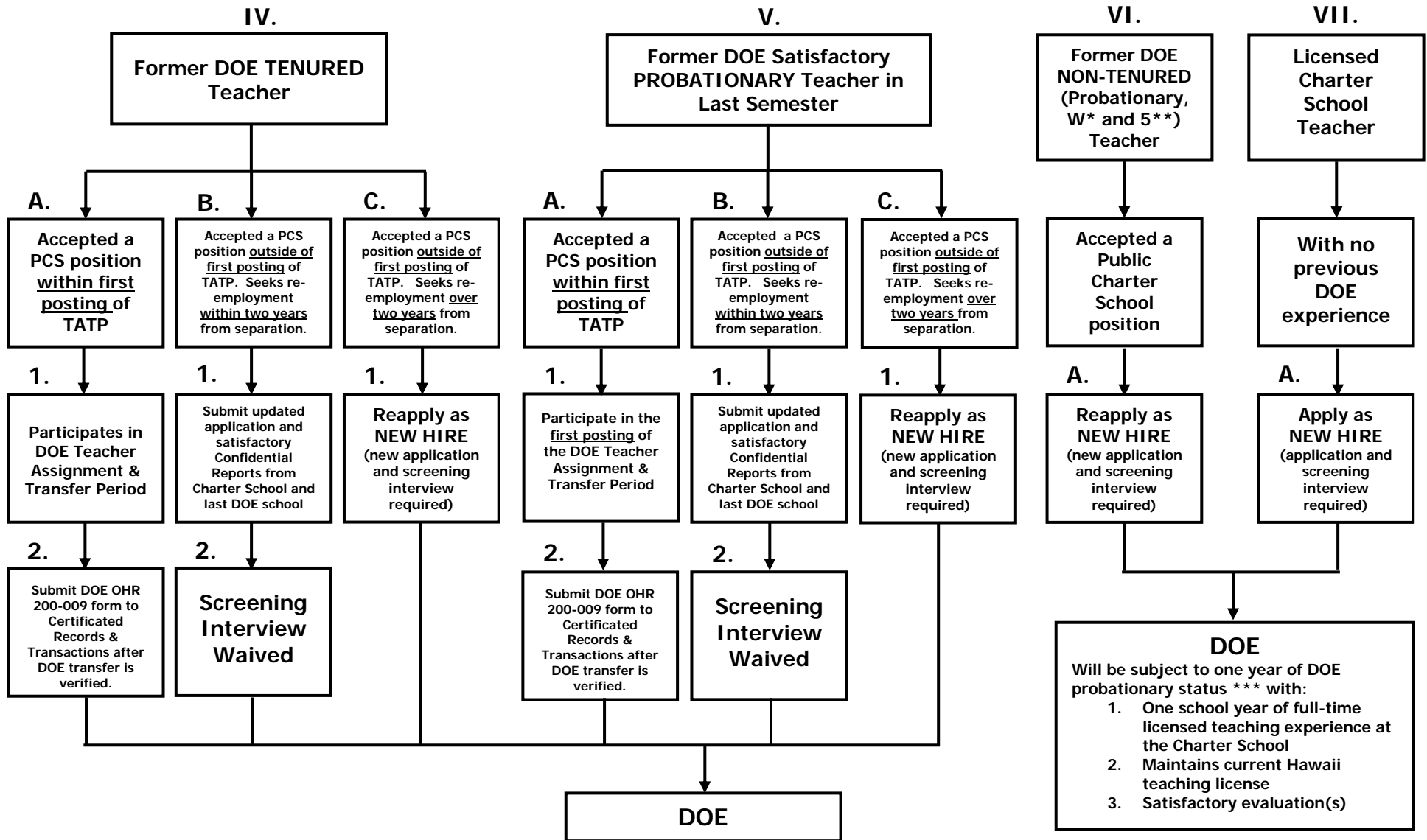
* W's are teachers who have completed a teacher education program but have not completed all PRAXIS examinations.

** 5's are teachers who have not completed a teacher education program.

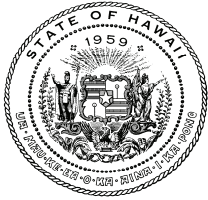
*** Per Act 298: Tenured department licensed teachers shall not be required to serve a probationary period at Charter School.

ATTACHMENT B

FORMER DOE TEACHER RETURNING TO DOE FROM A CHARTER SCHOOL LICENSED CHARTER SCHOOL TEACHER ACCEPTING A DOE POSITION



* W's are teachers who have completed a teacher education program but have not completed all PRAXIS examinations.
 ** 5's are teachers who have not completed a teacher education program.
 *** Per Act 298



TRANSFER AND ASSIGNMENT EMPLOYMENT INFORMATION FOR CHARTER SCHOOL TEACHER

DOE OHR 200-009

Last Revised: 01/01/2011

Former DOE Form(s): 101e

DEPARTMENT OF EDUCATION

Office of Human Resources

Records and Transactions Section, Certificated

P.O. Box 2360 Honolulu, HI 96804

Note: Form to be submitted AFTER transfer to DOE is verified.

INSTRUCTIONS TO FORMER DOE EMPLOYEE RETURNING TO THE DOE FROM A CHARTER SCHOOL:

1. SECTIONS I, II AND III - Former DOE EMPLOYEE to complete.
2. SECTION IV - Submit to CHARTER SCHOOL DIRECTOR/AUTHORIZED OFFICIAL with whom you were employed for completion

I. EMPLOYEE INFORMATION

Name: _____ Last 4 digits of SSN: _____
 Last First M.I.
 Address: _____ City: _____ State: _____ Zip: _____
 Name of DOE school transferring to: _____

II. EMPLOYEE'S RESPONSIBILITIES

1. INCOME TAX WITHHOLDING EXCEPTIONS AUTHORIZED FOR PAYROLL DEDUCTION - The number of income tax withholding exceptions authorized for payroll deduction **will remain identical to those authorized when last employed by the DOE** unless new W-4 and HW-4 forms are submitted.
2. NAME CHANGE - Any name change that took place after leaving the DOE will not be reflected unless a **copy of your Social Security card bearing your new name is submitted.**
 My former name under DOE employment was: _____
 Last First Middle

III. AUTHORIZED SIGNATURE

I hereby authorize the release of the following information regarding my previous employment with the Charter School.

Date: _____ MM/DD/YYYY DOE Employee Signature: _____

IV. VERIFICATION OF EMPLOYMENT - CONTRACTED EMPLOYMENT ONLY; EXCLUDING LONG-TERM LEAVES OF ABSENCE, SUBSTITUTE TEACHING

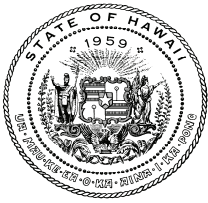
Information below **must** be completed by CHARTER SCHOOL DIRECTOR/AUTHORIZED OFFICIAL of the school. Please use a SEPARATE line for each year of school service.

School Name	Position Title	Grade(s) and Subject(s) Taught	DATES OF SERVICE		No. of Mos. In Sch. Yr.	No. of Mos. Taught*	Completed Semester*		Employment Status Hrs.			
			From MM/DD/YY	To MM/DD/YY			Yes	No	Full Time	Half Time	No. of Hrs. Worked Per Day	

REMARKS:

Charter School Director/Authorized Official Signature: _____
 Position Title: _____
 Name of Charter School: _____
 Address (including City, State, Zip Code): _____
 Telephone Number: _____ Date: _____
 MM/DD/YYYY

* FOR SERVICE OF FIVE (5) MONTHS OR LESS, PLEASE SPECIFY IF COMPLETED SEMESTER.



TEACHER REQUEST FOR TRANSFER AND/OR INTRA-SCHOOL REASSIGNMENT

DOE OHR 200-010

Last Revised: 03/07/2012

Former DOE Form(s): 101b

DEPARTMENT OF EDUCATION
Office of Human Resources
Reclassification Unit
P.O. Box 2360 Honolulu, HI 96804

Transfer Request to
School: _____
Position: _____
Position Number: _____
Posting Announcement No.: _____

Intra-School Reassignment Request:
 I would like to be considered for a vacancy at this school in another subject or grade level for which I am qualified.

I. EMPLOYEE INFORMATION

Name: _____ Employee ID: _____
Last First M.I.
Address: _____ City: _____ State: _____ Zip: _____
Current School/Office: _____ School/Office Tel#: _____ Home Tel#: _____
This Tenured or Satisfactory Probationary (serving in last semester of probation)
Principal/Administrator Signature: _____ Date: _____
MM/DD/YYYY

II. AREA(S) OF PREPARATION AND SENIORITY IN THE DEPARTMENT OF EDUCATION

Check Area(s) of preparation for which you are licensed by Hawaii:

- Elementary Early Childhood
 - Middle School (List Highly Qualified Subjects): _____
 - Secondary (List Highly Qualified Subjects): _____
 - K-12 (List Highly Qualified Subjects): _____
 - School Counselor School Librarian
 - Special Education:
 Mild/Moderate Severe/Profound Other: _____
- Seniority: Years: _____ Months: _____

III. PROFESSIONAL EXPERIENCE, SPECIAL ABILITIES, AND TEACHING SKILLS

You may attach any additional information to this form to further inform the principal of your full qualifications.

Teaching Experience: (State with your most recent position. Add attachment if more space is needed.)

	School	Subject	Year(s)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Special Abilities (Drama, Newswriting, Coaching, Computers, etc.):

Other Experiences Related to the Assignment: (YWCA, Teaching Assignment, UH-English Department, etc.):

1. _____
2. _____
3. _____

Teaching Skills: List the specific job-related skills you possess that will enable you to perform effectively in this position.

1. _____
2. _____
3. _____

IV. CERTIFICATION

I hereby certify that the above information regarding my qualifications is accurate to the best of my knowledge and belief.

Teacher Legal Signature: _____

Date: _____
MM/DD/YYYY

V. INSTRUCTIONS FOR COMPLETING DOE OHR 200-010 TEACHER REQUEST FOR TRANSFER/INTRA-SCHOOL RE-ASSIGNMENT

General Information

The DOE OHR 200-010 is the mechanism to indicate a teacher's interest in an advertised vacancy or an intra-school re-assignment. A completed form must be received by the principal of the school which listed the vacancy within the posting period. Forms received after the closing date of the posting period may not be considered.

A completed copy of the DOE OHR 200-010 must be submitted (at the earliest time possible) to the home school principal of the teacher who is requesting intra-school re-assignment.

Duplicate the DOE OHR 200-010 as needed.

DOE OHR 200-010 - Teacher Request for Transfer Instructions:

1. Teacher initiates request to transfer and/or for re-assignment by indication on the DOE OHR 200-010, Teacher Request for Transfer/Intra-School Re-Assignment.
2. Principal/Supervisor acknowledgement of request to transfer and/or for re-assignment will be verified by dated signature on this form and distributed accordingly.
3. A teacher requesting a transfer must ensure that the form is fully completed and submitted in a timely manner.
4. Distribution of DOE OHR 200-010 - The completed DOE OHR 200-010 must be reproduced and distributed to the following:
 - a) the principal/supervisor who listed the vacancy,
 - b) the appropriate Personnel Officer of the school district to which transfer is requested,
 - c) your respective Personnel Officer, and
 - d) employee copy.

If requesting intra-school re-assignment, the completed DOE OHR 200-010 is submitted to only your present principal. Keep one (1) copy for your record.

VI. DIRECTORY OF PERSONNEL REGIONAL OFFICERS

Honolulu Personnel Regional Office
4967 Kilauea Avenue
Honolulu, HI 96816
Telephone: 733-4870

Leeward Personnel Regional Office
601 Kamokila Boulevard #418
Kapolei, HI 96707
Telephone: 692-8007

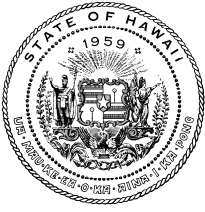
Maui Personnel Regional Office
54 High Street, 4th Floor
Wailuku, HI 96793
Telephone: 984-8010

Central Personnel Regional Office
Mililani Technology Park
Leilehua Building, Suite 50
300 Kahelu Avenue
Mililani HI 96789
Telephone: 627-7475

Windward Personnel Regional Office
46-169 Kamehameha Highway
Kaneohe, HI 96744
Telephone: 233-5703

Kauai Personnel Regional Office
3060 Eiwa Street
Lihue, HI 96766
Telephone: 274-3506

Hawaii Personnel Regional Office
75 Aupuni Street, Room 203
Hilo, HI 96720
Telephone: 974-6605



NOTIFICATION OF ACCEPTANCE OF A CHARTER SCHOOL POSITION

DEPARTMENT OF EDUCATION
Office of Human Resources
Teacher Recruitment
P.O. Box 2360 Honolulu, HI 96804

To: Name of DOE Principal: _____
School: _____
District: _____

From: Name of Teacher: _____

Teacher Status: Tenured Probationary (in last semester of probation) Non-Tenured

This is to inform the Department of Education (DOE) that I have accepted a teaching position with:

Charter School: _____

Charter School Address: _____

Effective Date of Employment: _____ Date of Oral/Written Acceptance: _____
MM/DD/YYYY MM/DD/YYYY

I understand that by accepting a position with a charter school, I will be an employee of the charter school and no longer a DOE employee. I have submitted DOE OHR 300-011 (Separation From Service).

Upon returning to a teaching position with the DOE, I understand the following may be my options:

1. I am a former DOE tenured teacher; I may participate in the Teacher Transfer Program.
2. I am a former DOE probationary teacher in my last semester of probation; I may participate in the first posting of the Teacher Assignment and Transfer Program.
3. I am a former DOE tenured or probationary teacher in my last semester of probation, who accepted a charter school position outside of the first posting and am now seeking re-employment within two (2) years of my resignation date. I may re-apply with an updated application and satisfactory confidential reports from charter schools and last DOE school. (Screening interview is waived.)
4. I am a former DOE tenured or probationary teacher in my last semester of probation, who accepted a charter school position outside of the first posting and am now seeking re-employment over two (2) years from my resignation date. I may re-apply as a new hire with a new application, satisfactory confidential reports and screening interview.
5. I am a former non-tenured DOE teacher; I may re-apply with a new application, satisfactory charter school formal performance evaluation, satisfactory confidential reports from the last DOE school and a screening interview.

Please note: Any salary classification upgrades that may be awarded, while in the employment of the charter school(s), will be re-evaluated once you return to the DOE, to ensure compliance with the Department's current teacher reclassification guidelines. Adjustments in salary classification may result.

Teacher Signature: _____ Date: _____
MM/DD/YYYY

Name: _____
Last First M.I.

Route to offices below for signatures:

DOE Principal: _____ Date: _____
MM/DD/YYYY

Personnel Regional Officer: _____ Date: _____
MM/DD/YYYY

Office of Human Resources: _____ Date: _____
MM/DD/YYYY

Charter School Program Office: _____ Date: _____
MM/DD/YYYY



SEPARATION FROM SERVICE

DEPARTMENT OF EDUCATION
Office of Human Resources
Records and Transactions Section
P.O. Box 2360 Honolulu, HI 96804

Mark one: Certificated Personnel
 Classified (Civil Service/Support Services) Personnel

I. EMPLOYEE INFORMATION

Name: _____ Last 4 digits of SSN: _____
Last First M.I.
Permanent Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Position: _____ Position No.: _____
School/Branch: _____ District/Office: _____
Last Day of Employment: _____
MM/DD/YYYY

II. NATURE OF SEPARATION (PLEASE MARK ONE ONLY)

The purpose of this section is to help the Department 1) properly process your separation; 2) collect data to understand why employees leave the Department so improvements may occur that will result in retaining employees.

1. Resignation - My most important reason for resigning is:

a. Employment:

- I have accepted a teaching job at (location/area): _____
- I will be transferring to a Hawaii government agency (please name agency): _____
as a (job title): _____ Effective date: _____
MM/DD/YYYY
- I have accepted another job at (location): _____
as a (job title): _____
- I am not able to meet the requirements for the position (reason): _____
- I have decided not to complete licensing/certification requirements (i.e. DCCA license, PRAXIS or other).

b. Personal:

- I will be providing care for a family member (relation/location): _____
- I will be providing care for my child.
- My health condition requires that I not work.

c. Education:

- I plan to start/continue my education at (location): _____

d. Work Place Environment: I am leaving because I am not satisfied with:

- | | |
|--|--|
| <input type="checkbox"/> Physical environmental conditions at my job | <input type="checkbox"/> The workload |
| <input type="checkbox"/> Administrative support, Lack of | <input type="checkbox"/> My salary |
| <input type="checkbox"/> My co-workers | <input type="checkbox"/> My job's location |

e. Relocation:

- My spouse has accepted/reassigned a job (location): _____
- I will be leaving the State due to the cost of living in Hawaii.
- I will be moving close to my family.

2. Retirement *See "Separation from Service Information" IIC. and IID.

III. CERTIFICATION

1. Employee: _____ Date: _____
MM/DD/YYYY

2. Principal/Administrator: _____ Date: _____
MM/DD/YYYY

3. Assistant/Complex Area Superintendent: _____ Date: _____
MM/DD/YYYY

INSTRUCTIONS: Upon notification of separation from service, prepare and submit G-2 and Form 7 directly to Payroll Unit.

SEPARATION FROM SERVICE INFORMATION

I. EFFECTIVE DATE OF SEPARATION FROM SERVICE

Part I, indicating the "*Last day of employment*" should be carefully considered by all employees resigning or retiring. This effective date pinpoints the exact day when the employee terminates his/her employment status; thus, it determines the termination of employee benefits such as compensation, health fund coverage and membership in the Employees' Retirement System as follows:

A. Compensation

Salary earnings terminate as of the *last day of employment*. Salary does not accrue on holidays or other compensable days occurring after the last day of employment.

B. Payment of Earned Summer Salary

Ten-month employees terminating their employment before the end of the school year should receive their earned summer salaries (if any) in one lump sum within four (4) to six (6) weeks after the last day of employment.

C. Health Fund Coverage

Employees should contact the Office of Human Resources, Health Benefits and Awards Unit for medical, dental and life insurance plans information.

II. COMPLETION OF PROCEDURES FOR RESIGNATION OR RETIREMENT

To prevent unnecessary delays in retirement dates, retiring employees should ensure that the following procedural details are complied with:

A. Submit DOE OHR 300-011 Separation From Service to principal or immediate supervisor at least 30 days prior to desired resignation or retirement date.

B. Submit all necessary leave papers to the principal or immediate supervisor immediately if leaves are to be taken before resignation or retirement. For example, certificated employees should complete form DOE OHR 300-001 (Application for Leave of Absence Certificated School-Level Employees) for leave requests such as sick leave with pay and leave without pay. Classified employees should complete form G-1 (Application for Leave of Absence) for leave requests such as vacation, sick

C. For retirement only: Submit Retirement Form 18 (Application for Retirement) directly to the Employees' Retirement System thirty (30) to ninety (90) days prior to desired retirement date.

D. With the passage of Act 156 by the 2008 Hawaii State Legislature effective July 1, 2008, an individual who retired from a Hawaii State or County government agency must have been retired for at least one calendar year prior to being rehired by the same or another Hawaii State or County government agency.

III. QUESTIONS

Questions concerning this form and related regulations should be directed to the principal, immediate supervisor or Personnel Regional Officer who will answer your questions or obtain the answers as necessary.