COLLETON COUNTY SCHOOL DISTRICT
OFFICE OF PERSONNEL

TERMINATION/TRANSFER

INSTRUCTIONS:

Whenever a principal or department head learns that one of his/her employees will terminate employment he/she must:

- **(a) Notify Personnel Office by phone and/or writing IMMEDIATELY.**
- **(b) Complete and sign this form.**
- **(c) Secure the employee's signature or explain on the form why the signature could not be secured.**
- **(d) Forward this form without delay to the Office of Personnel.**
- **(e) Complete and forward evaluation form as soon as possible.**

Name of Employee _____
Social Security Number _____
Position _____
School/Department _____
Last Day Worked _____

VOLUNTARY RESIGNATION

- ( ) To seek other work
- ( ) To accept other work
- ( ) To accept work in another SC School District
- ( ) Dissatisfied with job
- ( ) Moving
- ( ) To attend school
- ( ) Military service
- ( ) Marriage
- ( ) Voluntary retirement
- ( ) Illness (including pregnancy)
- ( ) No transportation
- ( ) Failed to appear or call
- ( ) Personal reasons (Explain)
- ( ) No reasons given
- ( ) Other (Explain)

TRANSFER

- ( ) Transfer within CCSD
  To _____

DISCHARGE

- ( ) Refused to obey orders or instructions.
- ( ) Willful violation of rules
- ( ) Misconduct
- ( ) Incompetence
- ( ) Excessive absence
- ( ) Excessive tardiness
- ( ) Willfully making false statement or report
- ( ) Using alcohol or other drugs on the job

OTHER

- ( ) Laid off (Lack of work)
- ( ) Disability
- ( ) Mandatory retirement
- ( ) Unsatisfactory work performance (Explain)
- ( ) Other (Explain)

COMMENTS: _____

_____

_____ _____

Employee's Signature **Immediate Supervisor's Signature**