



Things to consider when resigning:

- Notify your supervisor as soon as possible to give time for finding your replacement.
- Be sure you have been approved for your new position; resignations from KCS are final.
- Certified staff with contracts must, by law (G.S. 115C-325), give thirty (30) days notice to break or end a contract. Failure to give thirty days notice, unless you are released by the school system from your contract early, could result in the suspension of your North Carolina teaching license for the remainder of the school year. Notice does not start until the letter of resignation is received in the Human Resources office.
- HR requests you complete a KCS Resignation Form (available online) even if you have submitted a signed letter of resignation. A completed form provides us with useful information as we process your transition.
- Current Career Status (Tenure), if held, is lost when you resign from the district.
- Unused Annual, Bonus, Sick and Personal Leave balances for employees going to a new LEA, or other accepting agency, will be transferred to the new district or agency. Unused Annual and Bonus Leave balances for employees not going to an accepting agency will be paid up. Unused Sick and Personal Leave balances will be held for up to five (5) years and can be transferred or reinstated as appropriate during that window.
- For all staff, thirty (30) days notice is required to receive any prorated local supplement beyond that already paid.
- Any applicable longevity pay for non-certified staff will be prorated.
- Any final pay amounts after your resignation may be issued in a check rather than by direct deposit; this is at the discretion of the payroll department. Specific questions regarding the amounts and dates for payment should be addressed directly to them.
- State Health Plan coverage for employees resigning during the school year will end based on the employee's pay schedule and resignation date. A ten-month employee resigning at the end of the school year is covered for health insurance through August 31 if certified, or September 30 if non-certified, if they have accepted employment with another district with SHPNC for the fall. Coverage for certified staff not going to a position with SHPNC in the fall will end on June 30. Coverage for non-certified staff not going to a position with SHPNC in the fall will end on July 31. Any prorated amounts collected for summer premiums will be applied or refunded as appropriate. By law (G.S.135 48.44(d)(4)), if the employee is not employed by another State covered employer under SHP at the beginning of the next school year, the employee will refund to the ex-employer the amount of the employer's cost paid for them during the non-paycheck months. COBRA offers are sent by SHP from COBRAGuard.
- Flexible benefits plan coverages for employees resigning during the school year will end based on the employee's pay schedule and resignation date. A ten-month employee resigning at the end of the school year is covered for applicable flexible benefits through May 31 if certified, or June 30 if not certified. A Continuation of Benefits form (available online) should be completed and submitted to Human Resources to continue (or decline) benefits directly with the provider(s). To continue Reliance, please complete a Reliance Portability form (available online). Flexible Spending Account balances can be used by completing the voucher form (available online) for claims. These forms should be submitting with your resignation.
- The life insurance provided by KCS through Met Life terminates the month following your resignation date.
- Retirement funds with the Teachers and State Employees Retirement System (TSERS) remain with the system upon your resignation. The account remains the same with a new State employer participating in the State retirement plan. For more information about the retirement system and options available to you, please go to myncretirement.com.
- Information for options available regarding balances in optional retirement accounts should be obtained directly from the company administering the fund.
- It is recommended that you print all online evaluations as they may become inaccessible once you leave the district.
- Email addresses are inactivated after resignation. Be sure to handle emails before resignation date.
- Be sure to leave your identification badge, keys, technology and other school property with an administrator from your school site or with Human Resources before your resignation date.
- New LEAs will send a request for leave balances, CEU credits and aggregate service requests. These are processed by Human Resources and returned to the new LEA in a timely manner.