



Petersburg City Public Schools
Human Resources Department
Resignation/Retirement Form

1. _____
Last Name First Name

Current Position School/Department

Please check status: Permanent Provisional Probationary Substitute Part-Time

2. **Resignation** (complete only if you are resigning).

My resignation date is _____
Month Day Year

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

My retirement date is _____ (First of the month)
Month Day Year

My resignation date is _____ (Same day as retirement date)
Month Day Year

4. I am currently on a leave of absence: ____ Yes ____ No

5. I am currently suspended from duty: ____ Yes ____ No

6. I hereby resign effective on the date noted above from all positions held by me as an employee of the Petersburg City Public Schools.

Signature of Employee Date Contact Number

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

Signature of immediate supervisor Title Date

Note: Teachers who resign or leave Petersburg City Public Schools employment prior to the end of the school year without extenuating circumstances and board approval will have broken the terms of their contract with Petersburg City Public Schools and may risk having their license revoked pursuant to regulations prescribed by the Virginia Department of Education.

Petersburg City Public Schools Confidential Separation Questionnaire

This questionnaire is designed to improve the work culture and organization climate prevailing at Petersburg City Public Schools. Your sincere advice will help us in making the work culture more satisfying and fulfilling to our employees. We would appreciate if you take a few minutes to respond to the questions below. All answers will be held in strict confidence. Thank you.

I am a: (check one) Teacher Administrator Professional Classified

Reason for leaving: Relocation Higher Salary Family Circumstances Company Culture
 Work Conditions Career Enhancement Lack of Recognition Other _____

| | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
|---|----------------|-------|----------|-------------------|-----|
| Opportunities for Personal Development | | | | | |
| My work responsibilities were clearly defined | | | | | |
| I received a regular performance evaluation | | | | | |
| Career development opportunities existed | | | | | |
| Communication/Cooperation | | | | | |
| I received appropriate feedback | | | | | |
| There was teamwork among my colleagues | | | | | |
| Work Environment/Equipment | | | | | |
| My work space was adequate to perform my duties | | | | | |
| My supervisor provided me with the tools needed to perform my duties | | | | | |
| Administration | | | | | |
| My supervisor encouraged innovative thinking from employees | | | | | |
| My supervisor conducted regular staff meetings | | | | | |
| There was transparency in district's processes | | | | | |
| Job Satisfaction | | | | | |
| I liked my job | | | | | |
| I felt I was part of a team | | | | | |
| I was in a job that made good use of my skills and abilities | | | | | |
| I received proper recognition for a job well done | | | | | |
| My work was challenging | | | | | |
| I would recommend this district to a friend as a place to work | | | | | |
| Compensation/Benefits | | | | | |
| The district has a great benefits package | | | | | |
| The districts' pay is fair and equitable compared to surrounding school systems | | | | | |

Additional Comments:
