



Things to know, before you go.
Ensuring a smooth transition.

If you have decided to resign from NNPS, here are a few notes to help you prepare for your transition.

This information is for employees **resigning** from NNPS. If you are retiring from NNPS, please see information regarding retirement [HERE](#).

Please provide your letter of resignation to your principal or supervisor and HR. Your letter should include your full name, employee id, last date of employment, and your current work location. A template is provided at the end of this packet for you to use in place of a letter or you may submit your resignation [HERE](#).

Support Staff	Taylor.green@nn.k12.va.us
Elementary Education	LaTanja.Riley@nn.k12.va.us
Secondary Education	Dinah.mackenzie@nn.k12.va.us
ESL, Special Education, Instructional Assistants, Speech Language Pathologists, School Psychologist, School Counselors	Keanna.james@nn.k12.va.us
Administrators/Specialists	Catherine.westphal@nn.k12.va.us

Policy GCQC

No later than their last work day, resigning employees must return all School Board property in their possession relating to security (keys, locks, etc.), confidential (including grade books) and proprietary information, tools, technology support equipment (such as laptop computers) and other items of value or which require replacement. The replacement value of items not returned may be charged against the employee's remaining or final paycheck, in accordance with the law.

Identification Cards and Access (copy) Cards must be returned to the Human Resources Department. For more information contact the Human Resources Department at 757-881-5061.

Laptops, cords, and other related equipment must be returned to the Technology Department Help Desk. Technology items received from the school, should be returned to the school's ITC or school department. For more information contact the Technology Department at 757-881-5460.

Pcards if you have a NNPS issued purchasing card, please return the card in person to the purchasing office. For more information call the purchasing office at 591-4516 x.10757.

Exit Interviews provide an opportunity for you to share your experiences. We value your feedback. Please use this [link](#) to schedule an interview. Interviews usually take 10 – 15 minutes and can be done via phone, zoom, or in person. For questions contact the Human Resources Department at 757-881-5061.

Personal information, such as your address and contact information, should be reviewed and updated in ESS (Employee Self Service) before you leave. You will continue to have access to ESS after you leave to access pay stubs, and W-2. It is important your contact information remains updated at all times for continuing communication regarding W-2's, insurance, or benefits. Please contact the Human Resources Department at 757-881-5061 or the Munis Help Desk at 757-591-4576 for questions or log-in information.

Benefits

When will my benefits end?

An employee that leaves NNPS before the 15th of the month – the benefits will end the last day of that month.

An employee that leaves NNPS on or after the 15th of the month – the benefits will end the last day of the following month.

Vacation time is the only leave that is paid out when an employee resigns. The maximum days paid out will be 36 days.

An employee will not be paid out for any sick leave balance.

An employee that goes to work for another VRS employer may submit a request through the new employer to have up to 90 unused sick days transferred to the new VRS employer.

Employees with Health, Dental, or Vision	VRS
<p>Chard Snyder will send COBRA information to the address on file with Human Resources.</p> <p>Once the packet is received, you will have 60 days from the last day you are covered under benefits to elect continued coverage through COBRA.</p>	<p>Employee will receive information from VRS – the packet from them will vary based on employee position with NNPS. Employee may contact VRS at 1-888-827-3847.</p>
City Only Employee	
<p>Employee must have 5 years of service to be vested in the City Retirement Plan.</p> <p>An employee with 5 years of service and who is 60 years of age will be eligible to receive a monthly benefit.</p> <p>It is highly recommended that the employee schedule a meeting with a Benefits Analyst prior to retiring.</p>	

Questions regarding benefits can be directed to the Benefits Department at 757-881-5061.

Payroll

When will I receive my last check?

Final payments will be processed depending upon an employee's resignation date. The employee's pay will be prorated based off the contracted days worked. For a more accurate breakdown, contact the Payroll Department at 757-283-7811.

The following pages are the bi-weekly and monthly pay periods and pay dates.

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2023 - 2024 School Year

PAY PERIOD

TIMECARD DEADLINE
Due by 9 am on Date Listed

PAY DATE

Jun	17	-	Jun	30	2023	***Thurs	Jun	29	Jul	7	2023
Jul	1	-	Jul	14	2023	***Thurs	Jul	13	Jul	21	2023
Jul	15	-	Jul	28	2023	***Thurs	Jul	27	Aug	4	2023
Jul	29	-	Aug	11	2023	***Thurs	Aug	10	Aug	18	2023
Aug	12	-	Aug	25	2023	Fri	Aug	25	Sept	1	2023
Aug	26	-	Sept	8	2023	Fri	Sept	8	Sept	15	2023
Sept	9	-	Sept	22	2023	Fri	Sept	22	Sept	29	2023
Sept	23	-	Oct	6	2023	Fri	Oct	6	Oct	13	2023
Oct	7	-	Oct	20	2023	Fri	Oct	20	Oct	27	2023
Oct	21	-	Nov	3	2023	Fri	Nov	3	Nov	10	2023
Nov	4	-	Nov	17	2023	***Tue	Nov	14	Nov	24	2023
Nov	18	-	Dec	1	2023	Fri	Dec	8	Dec	8	2023
Dec	2	-	Dec	15	2023	***Wed	Dec	13	Dec	22	2023
Dec	16	-	Dec	29	2023	***Tue	Jan	2	Jan	5	2024
Dec	30	-	Jan	12	2024	Fri	Jan	12	Jan	19	2024
Jan	13	-	Jan	26	2024	Fri	Jan	26	Feb	2	2024
Jan	27	-	Feb	9	2024	Fri	Feb	9	Feb	16	2024
Feb	10	-	Feb	23	2024	Fri	Feb	23	Mar	1	2024
Feb	24	-	Mar	8	2024	Fri	Mar	8	Mar	15	2024
Mar	9	-	Mar	22	2024	Fri	Mar	22	Mar	29	2024
Mar	23	-	Apr	5	2024	***Mon	Apr	5	Apr	12	2024
Apr	6	-	Apr	19	2024	Fri	Apr	19	Apr	26	2024
Apr	20	-	May	3	2024	Fri	May	3	May	10	2024
May	4	-	May	17	2024	Fri	May	17	May	24	2024
May	18	-	May	31	2024	Fri	May	31	Jun	7	2024
Jun	1	-	Jun	14	2024	Fri	Jun	14	Jun	21	2024
Jun	15	-	Jun	28	2024	***Thurs	Jun	27	Jul	5	2024
Jun	29	-	Jul	12	2024	***Thurs	Jul	11	Jul	19	2024

Specific Instructions:

1. All timecards and memos submitted must be signed and show the employee's name, employee ID number, school or location submitting the information, hours worked, pay period dates and position in school system, if applicable.
2. Timecards lacking all of the necessary information will be returned for completion and could cause delay in pay.

The dates shown are subject to change due to unforeseen circumstances. All efforts will be take to notify all employees if that action is necessary.

*** Changed from normal schedule

Newport News Public Schools
Monthly Pay Dates
2023 - 2024 School Year

The following dates have been established as paydays for all monthly paid employees.

Monday	July	31 2023
Thursday	August	31 2023
Friday	September	29 2023
Tuesday	October	31 2023
Thursday	November	30 2023
Friday	December	15 2023
Wednesday	January	31 2024
Thursday	February	29 2024
Friday	March	29 2024
Tuesday	April	30 2024
Friday	May	31 2024
Friday	June	28 2024

The dates shown are subject to change due to unforeseen circumstances. All efforts will be taken to notify all employees if that action is necessary.

Newport News Public Schools
Monthly Non-Exempt Time Sheet Dates and Deadlines
2023 - 2024 School Year

<u>Beginning Date</u>	<u>Ending Date</u>	<u>Time Sheet Deadline</u>
July 1, 2023	July 28, 2023	August 10, 2023
July 29, 2023	August 25, 2023	September 8, 2023
August 26, 2023	September 29, 2023	October 10, 2023
September 30, 2023	October 27, 2023	November 10, 2023
October 28, 2023	November 24, 2023	December 5, 2023
November 25, 2023	December 29, 2023	January 10, 2024
December 30, 2023	January 26, 2024	February 9, 2024
January 27, 2024	February 23, 2024	March 8, 2024
February 24, 2024	March 29, 2024	April 10, 2024
March 30, 2024	April 26, 2024	May 10, 2024
April 27, 2024	May 31, 2024	June 10, 2024
June 1, 2024	June 28, 2024	July 10, 2024

The dates shown are subject to change due to unforeseen circumstances. All efforts will be taken to notify all employees if that action is necessary.

NNPS Resignation Form

Please provide your letter of resignation to your principal or supervisor and HR. Your letter should include your full name, employee id, last date of employment, and your current work location. You may create your own letter, use this template, or you may complete a google form [HERE](#).

Name _____

Employee ID _____

Date of Submission _____

Last date of employment _____

Current Work Location _____

Current Job Title _____

Reason for leaving _____

Signature _____

Please email this form to your principal or supervisor and ask.hr@nn.k12.va.us.