



PREPARING STUDENTS
FOR LIFE

Through Academic Achievement · Personal Well-Being · Career Readiness

Employee Exit Guide

Dear Employee,

Thank you for your service to Cincinnati Public Schools. We have prepared the following guide to assist you in transitioning to the next phase of your career. If at any point in this process you have questions, please contact Rolonda Smith, smitrol@cpsboe.k12.oh.us or (513) 363-0069.

- Step 1 — Complete the Separation of Service Webform [here](#). This form notifies the Talent Acquisition and Benefits teams of your upcoming departure. Also, this is a great time to review and update your address, phone number and personal email address listed in the portal. Your pay stubs, W-2s and 1095-C forms will continue to be accessible from the portal for at least 2 years after your separation.
- Step 2 — Upon completion of the Separation of Service Form you will be invited to complete a quick Exit Survey. We encourage you to share your experience with the district <https://survey.gallup.com/cpsexit2022>. Please note — your employee ID Number will serve as the survey code.
- Step 3 — Review and confirm your schedule with your immediate supervisor and begin the knowledge transfer process.
- Step 4 — Collaborate with your supervisor on the message to give individuals you work closely with, who to contact after you leave.
- Step 5 — If you have questions regarding Payroll please contact the Staffing Specialist for your team or school (Your immediate supervisor will have the name of this individual). If you have questions regarding an employee contract please contact the Staffing Specialist for your team or school.
- Step 6 — If you have accumulated Annual Leave hours, those will be paid out via a separate payroll after the other items on this list have been

completed. Please contact the Payroll team at (513) 363-0490 for leave questions.

- Step 7 — If you are moving to another Ohio school district or public employer, you are eligible to transfer your accumulated sick leave to that organization. Please have your new employer submit a request to payroll@cpsboe.k12.oh.us
- Step 8 — If you are enrolled in CPS Benefits, those will continue through the last day of the month you terminate. If you have questions about your benefits, or need to apply for COBRA coverage, contact the Benefits Hotline at (513) 363-0139.
- Step 9 — If you are moving to another Ohio school district, your state retirement will follow you. If this is not the case, you should contact the retirement system to learn your options.
 - STRS — 1 (888) 227-7877 or 1 (614) 227-4090
 - SERS — 1 (800) 878-5853 or website: <https://www.ohsers.org>
- Step 10 — **Schedule a meeting with your supervisor to turn in CPS property.** Every employee is issued an ID badge, which must be returned. You may also have district-issued computer devices, keys, uniforms, tools or other equipment.
- Step 11 — If you did not complete the Exit Survey but would like to complete an Exit Interview please email Rolonda Smith at smitrol@cpsboe.k12.oh.us. We value your input and your feedback will help us get better.
- Step 12 — Important files on your computer, should be uploaded to Google Drive. Transfer ownership of Shared Google files to your supervisor.
- Clean-up your Calendar and transfer ownership of recurring meetings to your supervisor.