

I'm not robot!

Employee Termination/Resignation Notice

Employee Name: _____

Position: _____

Department: _____

Supervisor: _____

Effective Date: _____

Reason for Termination/Resignation: _____

Comments: _____

Signature: _____

Date: _____

Lafayette Parish School System

P.O. Drawer 2158, Lafayette, LA 70502

Voluntary Separation Form

Name: _____ SSN or Employee ID: _____

Current Address: _____

School or Department: _____

Position: _____

I am (check one) Resigning Retiring

Reason for resignation (check one):

- Personal Circumstances / Health Accepted a non-teaching position within district
- Dissatisfaction with school/district policies Accepted position outside the school system
- Accepted new position outside of LA Accepted new position within LA
- Anticipating Termination License Revoked

What is the last day you will work for LPSS? _____

Are you in PIP? Yes No

Have you submitted all keys to the appropriate school official? Yes No

I have been notified by the employee of their separation of employment.

Supervisor's Signature: _____ Date: _____

I UNDERSTAND THAT I RELINQUISH ALL RIGHTS TO MY PRESENT JOB ONCE I HAVE SIGNED THIS FORM, INCLUDING ANY CLAIM TO RETROACTIVE PAY RAISES WHICH MAY BE ADOPTED BY THE BOARD AFTER MY LAST DAY WORKED.

If you are interested in requesting a refund of your employee contributions to the retirement system, please complete a Form 7 for TRSL or LSERS. I understand that I will not be allowed to work as a substitute with LPSS within 120 days of my resignation date.

Employee's Signature: _____ Date: _____

If you move between now and the end of the current calendar year, please notify Human Resources of your new address so that we may mail your W-2 forms in January.

EMPLOYEE SEPARATION REPORT

- ASSOCIATION FOUNDATION AG FOUNDATION PROGRAMS FOR CHILDREN

Last Name	First Name	M.I.	Project or Department Name	Job Title

Pay Rate	Hire Date	Last Day Worked	Separation Date	Social Security Number

REASON FOR SEPARATION (PLEASE CHECK ONE):

Leave of Absence:

- Leave of Absence, Unpaid
Explain: _____
- Leave of Absence, Paid
Explain: _____

Resignation:

- Quit With Notice
- Graduate
- Another Job
- Other _____
- Quit Without Notice
- Retirement
- Other (explain) _____

Laid Off:

- Laid Off - Lack of Work or Budget Cut
- Laid Off - End of Semester

Suspension:

- Suspension with pay (explain)
Return to work date: _____
- Suspension without pay (explain)
Return to work date: _____

Termination:

- Did Not Re-apply for Current Semester
- Grant or Project Ended/Lack of Funds
- Worked Maximum Hours (960)
- Temporary Position Ended
- Lack of Work
- Rules Violation (explain)
- Excessive Absences/Tardiness (explain)
- No Call/No Show (voluntary termination)
- Other (explain) _____

All unemployment claims received in departments must be submitted with this completed form to Human Resources. Mail Stop 0233

<p>LIST FURTHER EXPLANATION OF SEPARATION IF NEEDED BELOW:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>CHECK IF EMPLOYEE WAS IN THE FOLLOWING CATEGORY:</p> <p><input type="checkbox"/> PART TIME</p> <p><input type="checkbox"/> FULL TIME - BENEFITED</p> <p><input type="checkbox"/> STUDENT</p> <p>_____</p> <p>SUPERVISOR SIGNATURE</p> <p>_____</p> <p>DATE</p>
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NOTE: IF VOLUNTARY SEPARATION, EMPLOYEE SHALL PROVIDE REASON AND SIGN BELOW. A WRITTEN RESIGNATION LETTER MAY BE ATTACHED.

EMPLOYEE SIGNATURE _____ DATE _____

EMPLOYEE RESIGNED BY PHONE TO: _____ DATE _____

Date Separated in JDE: _____

REVIEW: DATE _____ INITIALS _____ REPROCESSED: DATE _____ INITIALS _____

EMPLOYMENT SEPARATION AGREEMENT

THIS EMPLOYMENT SEPARATION AGREEMENT (the "Agreement"), which includes Exhibits A, B and C, hereto which are incorporated herein by this reference, is entered into by and between TALECO, a California corporation ("Talco"), and Richard E. Maez ("Former Employee"), and shall become effective when executed by both parties hereto (the "Effective Date").

RECITALS

A. Former Employee ceased to be an employee and officer of Talco on September 1, 2007 (the "Termination Date").

B. Former Employee desires to receive severance benefits under Talco's Officer Severance Plan dated May 21, 2007 (the "Severance Plan"), which benefits are stated in the Severance Plan to be contingent upon, among other things, Former Employee's entering into this Agreement and undertaking the obligations set forth herein.

C. Talco and Former Employee desire to set forth their respective rights and obligations with respect to Former Employee's separation from Talco and to study and resolve all matters concerning Former Employee's past services to Talco.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, Talco and Former Employee hereby agree as follows:

1. DEFINITIONS

As used herein, the following terms shall have the meanings set forth below:

11. "Includes," "including" - Except where followed directly by the word "only," the terms "includes" or "including" shall mean "includes, but is not limited to," and "including, but not limited to," respectively.

12. "Severance Governed Period" - The term "Severance Governed Period" shall mean a period of time commencing upon the effective date of this Agreement and ending on the last day of the Change in Control Severance Period or General Severance Period, as applicable.

13. "Other Capitalized Terms" - Capitalized terms (other than those specifically defined herein) shall have the same meanings ascribed to them in the Severance Plan.

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