School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
October 27, 2026

Standard Operating Procedure
Departing School Board Office Staff

PURPOSE:

To determine a process for departing (retiring, released, or resigning) staff of the School Board Office.

SCOPE:

When staff members of the School Board Office leave, either through retirement, resignation, or being released from their position, the Clerk's Team and School Board Members should coordinate their departure.

ROLES:

Clerk's Team: The Clerk's Team will meet with the departing staff member to collect the following: all technology equipment including laptops and chargers, cell phones issued by Fairfax County Public Schools (in their original box), the employee's ID badge and parking tag, and the annual pass for events. The Clerk will coordinate with the human resources department of Fairfax County Public Schools for any departing staff members for the School Board Office.

Functional Application Specialist II: The Functional Applications Specialist II assigned to the School Board Office will assist the Clerk with back up of the files for the departing staff member. These files will be maintained according to the *Code of Virginia* on records retention.

School Board Members: The School Board Member is responsible for notifying the human resources department of Fairfax County Public Schools and the Clerk's Office of their staff member's departure. They will coordinate with the Clerk's Office on a date of release and the timing of the collection of technology, etc.

TIMELINE:

Unless there is a prior arrangement with the School Board Member or Clerk, the departing team member is responsible for working until the end of the regularly scheduled business day.

All materials given by the School Board should be returned to the office at the scheduled time. Anything that was not brought to the office should be returned in a timely manner.

GUIDELINES:

- While the human resources department of Fairfax County Public Schools will be involved in the process for departing staff members, they should not be responsible for collecting the technology, etc., for the staff member.

- Upon dismissal, the School Board Office may maintain the files and email of the departing staff member. The School Board Office will maintain any files or correspondence according to the *Code of Virginia*.