

NUMBER:	SP 908.6
EFFECTIVE:	10/11/1995
REVISION:	06/15/2011
PAGES:	1

Statement of.....

## Policy and Responsibility

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SUBJECT: RESIGNATIONS

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I. Board Policy

The Board recognizes that an employee may be released from his/her contract:

1. at the employee's request,
2. at the request of the district, or
3. by mutual agreement between the employee and the district.

II. Administration Policy

Proper notice of resignation in writing shall be submitted through the school principal or immediate supervisor to the Superintendent and the Board. This notice shall be filed in the Personnel Department. The resignation policy shall be administered according to the following provisions:

Guidelines

- A. Employees are expected to follow the conditions of the contract until it has been terminated legally or by mutual consent.
- B. The employee may be released from the contract at any time for reasons such as maternity or adoption of a child, transfer of a spouse, military service, or illness.
- C. When requesting contract termination, licensed personnel must give written notice at least sixty days (60) prior or by June 1<sup>st</sup>, whichever is first. Failure to give such notice may result in attachment of notice of unprofessional conduct to an employee's file or assessment of \$1,000 or both.
- D. Classified personnel shall be required to give two weeks' notice of resignation. Failure to give such notice may result in attachment of notice of unprofessional conduct to an employee's file or assessment of \$500 or both.
- E. Individuals wanting to appeal the decision to fine an employee for improper resignation procedures may use the process outlined for licensed personnel in the Professional Agreement, Article X, Professional Grievance Procedure or for classified personnel in the Classified Employees Information Book, Article XXI, Classified Employees Grievance Procedure.