

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

RESIGNATION - CLASSIFIED PERSONNEL

BP 4217.2

Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.

Positive supervisory action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.

The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the School Board, and the resignation shall become effective immediately on acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee, may not be withdrawn by the employee.

When an employee resigns, he/she should write a letter of resignation or complete the District resignation form. In addition, if an employee was a member of the Public Employees Retirement System (PERS) Notification of Termination form #02-1806 must be completed and forwarded with the resignation to the District Office.

07/12