

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

**General
Requirements**

All resignations shall be submitted in writing to the Superintendent or Board-appointed designee in accordance with this policy. The employee shall give reasonable notice and shall include in the letter or the District's separation from employment form a statement of the reasons for resigning.

An employee may submit a letter of resignation or the District's separation of employment form via U.S. Mail, fax, email, or hand-delivery to the Superintendent's office or the District's human resources department.

At-Will Employees

The Superintendent or Board-appointed designee shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

Contract Employees

The Superintendent or Board-appointed designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to submit the resignation to the Superintendent or Board-appointed designee. The resignation requires no further action by the District and is accepted upon receipt by the Superintendent or Board-appointed designee.

The Superintendent or Board-appointed designee shall be authorized to accept a contract employee's resignation with an effective date during the contract term or after the penalty-free resignation period by providing the employee written notice of acceptance that includes the signature of the Superintendent or Board-appointed designee. The written notice shall be delivered to the employee via U.S. Mail, fax, email, or hand-delivery. No further action is needed by the Board if the Superintendent or Board-appointed designee accepts the resignation. If the resignation is not accepted, the Superintendent or Board-appointed designee shall submit the matter to the Board in order to pursue sanctions allowed by law.

**Board-Appointed
Designee**

For purposes of this policy, the Board-appointed designees include the following: ~~the deputy superintendent for safety/student services, the associate superintendent for student support services,~~ the associate superintendent for **of** human resources, the director of employee relations, and the ~~director of compensation~~ **administrator**.

**Withdrawal of
Resignation**

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Superintendent.