

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**General Requirements**

Except as provided at Failure to Return Contract, below, all resignations shall be submitted in writing to the Superintendent or [other person designated by Board action in accordance with this policy](#) ~~designee~~. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

**At-Will Employees**

The Superintendent ~~or 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 [other person designated by Board action](#) ~~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 other person designated by Board action.](#) The resignation requires no further action by the District and is accepted upon receipt [by the Superintendent or other person designated by Board action.](#)

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. [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 other person designated by Board action.](#) ~~The Superintendent or other Board designee~~ shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Withdrawal of Resignation

[Except as provided in this policy, once](#) ~~Once~~ submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Superintendent.

Failure to Return Contract

An employee who receives an offer of employment contract from the District and fails to sign and return the contract without changes on or before the date specified in the offer will be deemed to have resigned from employment at the end of that employee's existing contract term without further action. For purposes of this paragraph only, upon a showing of adequate cause, the Superintendent or Superintendent's designee may allow the employee to withdraw his or her resignation.