



**Horizon Montessori Public Schools
Human Resources Department**

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MEMORANDUM

DATE: March 24, 2022
TO: STET/HMPS School Board Members
FROM: Jenilee Farias, Human Resources Coordinator
SUBJECT: School Board Designated Authority for Acceptance of Resignations

In preparation for the impending issuance of employment contracts, it is imperative that our District have an efficient and systematic process in place for receiving contract employee's resignations during the academic year or prior and after the penalty-free resignation period. In practice, at most districts, resigning employees usually submit a written resignation to the Superintendent or a board-designated person.

In addition to the Superintendent, I ask that the Human Resources Department comprising of the HR Coordinator and HR Clerk be named as designated authorities to accept contract employee's resignations. This action will ensure that an authorized individual receive resignations, that an authorized individual will respond with corresponding documentation of acknowledgment, and most importantly, our District has efficient procedures and communication in place. If resignations are sent directly to the HR Department, HR will ensure to immediately notify the Superintendent of such.

Thank you for your time and consideration.

Sincerely,

Jenilee Farias,
HR Coordinator