



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** First Reading of Policy DFE (LOCAL): Termination of Employment - Resignation

**SUBMITTED BY:** Gloria Rendon OF Asst. Superintendent for Administration

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** June 19, 2013

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve First Reading of Policy DFE (LOCAL): Termination of Employment – Resignation.

**RATIONALE:**

**BUDGETARY INFORMATION:**

**BOARD POLICY REFERENCE AND COMPLIANCE:**

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

GENERAL  
REQUIREMENTS

All resignations shall be submitted in writing to the Superintendent or designee **by letter or separation from employment form.** The employee shall give reasonable notice and shall include in the ~~separation from employment the~~ **form or letter** a statement of the reasons for resigning. ~~Submission of the District's separation of employment form, by a prepaid certified or registered letter of resignation shall be considered submitted upon mailing.~~

**An employee resigns by delivering a completed separation from employment form or resignation letter by U.S. mail, facsimile machine, electronic mail or hand delivery to the human resources department or to the Superintendent's office.**

**A resignation letter or separation from employment form shall be considered submitted upon mailing, faxing, emailing or hand delivery to the human resources department or the Superintendent's office.**

AT-WILL EMPLOYEES

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

CONTRACT  
EMPLOYEES

The Superintendent or 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. The resignation requires no further action by the District and is accepted upon receipt.

~~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. 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.~~

**When a contract employee submits a letter of resignation or separation of employment form, with an effective date during the contract term or after the penalty-free resignation date (45 days before the first day of instruction), the Superintendent or designee may accept the resignation. If the resignation is accepted, the Superintendent or designee shall convey acceptance of the resignation to the contract employee in writing, in a manner that includes, but is not limited to, facsimile machine, electronic mail, hand delivery, or U.S. mail. Acceptance shall be deemed to have been conveyed upon sending the written acceptance in accordance with the method chosen by the District, which may include facsimile machine, electronic mail, hand delivery, or U.S. Postal Service. If the resignation is not accepted, the Superintendent or designee**

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**shall submit the matter to the Board in order to pursue sanctions as allowed by law.**

WITHDRAWAL OF  
RESIGNATION

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