

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

GENERAL
REQUIREMENTS

Except as provided below in Failure to Return Contract, all resignations shall be submitted in writing to the Superintendent or 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.

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.

WITHDRAWAL OF
RESIGNATION

Except as provided in Failure to Return Contract, once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

**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 their resignation.