

Lyon County School District Board Memo

Date: February 25, 2025
To: Board of School Trustees
From: BillieJo Hogan, Executive Director of Human Resources
Re: Revisions to LCSD Board Policy GCAB: Resignation

Recommendation

That the Board of Trustees approve revisions to LCSD Board Policy GCAB: Resignation as a second and final reading.

Background Information

After each Nevada legislative session, the staff at POOL/PACT (our public agency insurance pool and risk management/human resources support entity) provide school districts with recommended policy changes based on the recent laws that were passed. Updating the LCSD policies to reflect the recommended changes keeps us in good standing with the insurance pool and mitigates our risk and liability. Please note that POOL/PACT expects school districts to adapt their recommended changes to meet the specific needs of the district, so long as the adaptations are consistent with the new NRS and federal employment laws. Therefore, the recommended changes from district administration may not match word for word with POOL/PACT's recommended language.

The revisions to Policy GCAB: Resignation are applicable to all employees, ensuring consistent guidelines across the district. Key clarifications and adjustments to the policy include:

1. Numbered titles of the sections.
2. **Withdrawing a Resignation:** This section clarifies that resignations are irrevocable and binding but allows for employees wishing to rescind a resignation the opportunity under certain circumstances.
3. **Job Abandonment:** This section now contains language that allows the employee to provide an explanation of instances when they may have been absent from work without authorization. It also references applicable Collective Bargaining Agreements.

By applying these updates universally, the policy fosters transparency and equity while helping employees better understand their responsibilities and options regarding resignations.

Budget Considerations

None

Discussed at Previous Meeting

January 28, 2025 first reading

Attachment(s)

LCSD Board Policy GCAB: Resignation