

# RESIGNATION OF NON- CONTRACTED EMPLOYEES

Waunakee Community School District

## Policy 546.1

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*(This sample policy addresses the resignation of employees who do not hold written, individual employment contracts. It is critical for a district to ensure that this policy is consistent with any related provisions found in the district's Employee Handbook.)*

District employees who do not hold written, individual employment contracts for a specified term and who wish to voluntarily and affirmatively resign from District employment are expected to submit a written notice of resignation to insert the applicable position(s) – e.g., the employee's immediate supervisor, the Director of Human Resources Services that clearly identifies the intended effective date of the resignation. The District requests that employees give as much advance notice of resignation as is reasonably practicable.

If a non-contracted employee submits a notice of resignation that is contingent on any specified terms or conditions (other than the effective date selected by the employee) that are not dictated by applicable law or by existing policy and that the District has the discretion to accept or reject, then the School Board shall either directly make the decision to accept or reject the conditional resignation or determine the extent of administrative delegation applicable to the specific situation. If a notice of resignation that specifies such contingencies is not expressly accepted, it is considered rejected. In all other situations, the insert administrative-level position(s) Director of Human Resources may accept the resignations of non-contracted employees on behalf of the District.

Upon the District's acceptance of a resignation, the resignation is not unilaterally revocable by the employee even if the resignation has not yet taken effect. A Board vote to accept a resignation constitutes acceptance. When a resignation is accepted by administrative action, then acceptance is complete once it has been communicated to the employee. The District's acceptance of a resignation shall be documented in writing even if the acceptance is initially communicated to the employee verbally.

Other than the circumstances specifically addressed above, this policy does not attempt to identify or address every possible means by which an employee may cause, request, or agree to the severance of the employment relationship. Optional example: "For example, in appropriate circumstances, job abandonment reasonably may be construed as a decision by the employee to sever the employment relationship."

Include if applicable: "Additional direction and expectations related to employee resignation may be found in the District's Employee Handbook."

### Legal References:

**Wisconsin Statutes**  
[Subch. V of Ch. 19](#) [open meetings law]

### Cross References:

WASB PRG 546.2 Sample Policy 1

**Adoption Date:** 11/8/82

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**Revised:** 9/14/87  
1/15/90  
5/11/92  
March 1994  
April 2002

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