



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: First and Final Reading of Board Policy DFE (LOCAL) Termination of Employment Resignations

SUBMITTED BY: Gloria S. Rendon **OF:** Deputy Superintendent

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: January 26, 2022

RECOMMENDATION:

It is recommended that the United ISD Board of Trustees approve the First and Final Reading of Board Policy DFE (LOCAL) Termination of Employment Resignation

RATIONALE:

BUDGETARY INFORMATION:

POLICY REFERENCE & COMPLIANCE:

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

**General
Requirements**

All resignations shall be submitted in writing to the Superintendent or Board-appointed designee in a letter or by using the District's separation from employment form. The employee shall give reasonable notice and shall include in the letter or the District's separation from employment form a statement of the reasons for resigning.

An employee may submit a letter of resignation or the District's separation of employment form via U.S. Mail, fax, ~~e-mail~~ email or hand-delivery to the Superintendent's office or the District's human resources department.

At-Will Employees

The Superintendent or ~~designee~~-Board-appointed designee shall be authorized to accept the resignation of an at-will employee at any time. The Superintendent may delegate to other administrators the authority to accept a resignation of an at-will employee.

Contract Employees

The Superintendent or Board-appointed 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. If an employee provides a resignation to a supervisor who has not been designated by the Board to accept resignations, the supervisor shall instruct the employee to so submit the resignation to the Superintendent or Board-appointed designee. The resignation ~~shall require~~ requires no further action by the District and ~~shall be~~ is accepted upon receipt by the Superintendent or Board-appointed designee.

The Superintendent or Board-appointed designee shall be authorized to accept a contract employee's resignation with an effective date during the contract term or after the penalty-free resignation period by providing the employee written notice of acceptance that includes the signature of the Superintendent or Board-appointed designee. The written notice shall be delivered to the employee via U.S. Mail, fax, ~~e-mail~~ email or hand-delivery. No further action is needed by the Board if the Superintendent or Board appointed designee accepts the resignation. If the resignation is not accepted, the Superintendent or Board-appointed designee shall submit the matter to the Board in order to pursue sanctions allowed by law.

Board-Appointed
Designee

For purposes of this policy, the Board-appointed designees include the following: the associate superintendent for administration, the

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

associate superintendent for student support services, the assistant superintendent for human resources, the director of employee relations, and the director of compensation.

Withdrawal of
Resignation

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