

**G-5900 © GCQC**  
**RESIGNATION OF PROFESSIONAL STAFF MEMBERS**  
**Resignation after Contract Acceptance**

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

A teacher shall not resign after signing and returning a contract for employment with the District unless the resignation is first approved by the Governing Board. A teacher who resigns contrary to said approval this policy shall be deemed to have committed an unprofessional act and, upon request by the Governing Board, shall be subject to such disciplinary action, including suspension or revocation of certificate, as is deemed appropriate by the the penalty as provided under Arizona statutes and State Board of Education regulations.

*Adopted:* February 26, 2008 date of Manual adoption

LEGAL REF.:       A.R.S. 15-545  
                          23-353  
                          A.A.C. R7-2-205

CROSS REF.: GCB - Professional Staff Contracts and Compensation

## REGULATION REGULATION REGULATION

### G-5911 GCQC-R

#### RESIGNATION OF PROFESSIONAL STAFF MEMBERS

##### Resignation after Contract Acceptance

***Inadequate notice of resignation.*** It is the position of the Governing Board that employees should honor their employment contracts. Honoring the contract can take on several forms:

- ☐ Work the entire contract except for sick and/or personal leave days.
- ☐ Work the entire contract except for approval by the Governing Board for leave(s) of absence.
- ☐ Resign the position, giving adequate notice so as to allow that a suitable replacement (not substitute) is available when the resigning employee ceases to work.

Problems arise and students are likely to be adversely impacted when an employee resigns without allowing adequate time for selection of a suitable replacement. In such case the Governing Board may, at the time of resignation, designate that the resigning employee is not eligible to be rehired by the District. The resigning employee might otherwise be eligible to be rehired on a basis of performance, attendance record, evaluations, etc.

Before the decision is made by the Governing Board and when the administration is going to recommend that the employee's resignation be accepted without said employee being eligible to be rehired, the employee must be notified in advance of the administration's recommendation and be given an opportunity to appear before the Governing Board for the purpose of contesting the administration's recommendation.

***Right of appeal.*** A person who has made an untimely resignation from the District may, in the future, wish to again apply for employment with the District. At the time of desired reemployment with the District, that person may petition the Governing Board for readmission to the application process. The Governing Board may take into account any or all of the following:

- ☐ Circumstances existing at the time of the resignation.
- ☐ Previous employment record with the District.
- ☐ Employment record since leaving the District.
- ☐ Information not available at the time of resignation.

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