



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC First and Final Reading of Policy DFE (LOCAL): Termination of Employment - Resignation

SUBMITTED BY: David Garcia **OF:** Asst. Supt. for Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: _____ **OCTOBER 22, 2015**

RECOMMENDATION:

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

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

GENERAL
REQUIREMENTS

All resignations shall be submitted in writing to the Superintendent or 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 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, or hand-delivery to the Superintendent's office or the District's human resources department.

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 shall require no further action by the District and shall be accepted upon receipt.

The Superintendent or 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. The Superintendent or designee shall document by letter containing a signature of the Superintendent or designee stating the acceptance of a resignation during the contract term or after the penalty-free resignation date by providing the employee written notice via U.S. mail, fax, e-mail, or hand-delivery. If the resignation is not accepted, the Superintendent or designee shall submit the matter to the Board in order to pursue sanctions allowed by law. No further action is needed by the Board if the Superintendent or designee accepts the resignation.

DESIGNEES

For purposes of this policy, the board appointed designees are as follows: Superintendent, Associate Superintendent for Administration, Assistant Superintendent of Human Resources, Director of Employee Relations, Director of Compensation and Associate Superintendent for Student Support Services.

WITHDRAWAL OF
RESIGNATION

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Superintendent.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