

Employee Resignations

A licensed employee who wishes to resign must notify the Chief Human Resources Officer or Superintendent in writing within the time period set by the Board for return of the contract each year. This applies to contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations will be referred by the Superintendent to the Board with recommendations as required by law.

The Board recognizes there are some circumstances which force an employee to request a release from a contract before the expirations date of the contract. These requests will be considered on an individual basis by the Board upon recommendation from the Superintendent. Personnel may not be released from their contracts unless or until a suitable replacement is contracted.

Any employee who submits a resignation after the deadline set for return of contracts for the following school year will be required to pay \$3000.00 to the District for the administrative and other direct costs associated with hiring a replacement. This includes resignations that occur within the current school year. These expenses shall be payable to the District by resigning teacher or deducted from the employee's salary upon written agreement, as a condition for the Board to accept the resignation. Failure to provide reimbursement may result in legal action. The Board may waive these provisions for good cause and special circumstances.

In the event an employee leaves employment without proper release, the Superintendent may make a complaint with the Board of Educational Examiners consistent with applicable law.

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