

PERSONNEL SERVICES

Policy 4710

Separation

Resignation: Certificated Staff

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign before June 1 be released from their contracts when satisfactory qualified replacements have been found. If a contract is broken by a teacher after June 1, he/she shall be assessed a fee of \$200, plus an additional \$100 for each two week period thereafter. This fee is to partially reimburse the district for the expense of finding a suitable replacement. The fee collected will be determined by the date of a letter of resignation is submitted to the superintendent of schools. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it. The following are exceptions to this policy:

- a. Illness of the teacher or his/her spouse.

Amended/adopted 8/6/2009
(Amended with old BP GCPB 3.5)