

PERSONNEL SERVICES

Policy 4711

Separation

Resignation: Support Staff

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.

Newburg R-2 Schools
Approved September 15, 2005