

## **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 after June 1 and prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons. 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.

#### **RELEASE FROM CONTRACT**

Teachers wishing to be released from contract. Probationary teachers - \$500 May 15<sup>th</sup>, all teachers \$500 June 1, to be released from contract July 1 it will be \$1,000, July 15<sup>th</sup> it will be \$2,000, and August 1<sup>st</sup> - \$3,000. After July 15<sup>th</sup> there will be the stipulation if a suitable replacement can be found. However, regardless of the teacher's willingness to pay the fees for release, the board will decide whether or not to release the teacher based upon the best interests of the district students and at the Board's sole discretion.