

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**General  
Requirements**

All resignations shall be submitted in writing to the Superintendent or designee. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A pre-paid certified or registered letter of resignation shall be considered submitted upon mailing. A letter of resignation from a contract administrator must be submitted to the Board president.

**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 requires no further action by the District and is accepted upon receipt unless it is an administrator contract. An administrator contract may only be accepted by consent of the Board.

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. The Superintendent or other Board designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Withdrawal of  
Resignation

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.