

EMPLOYEE RESIGNATIONS, RETIREMENTS AND REFERENCE REQUESTS

Any employee intending to terminate his/her employment with Piedmont Public Schools may submit a resignation in written or electronic form to the superintendent or designee. If no effective date is specified on the resignation, it is to be considered effective immediately.

The board of education authorized the superintendent or designee to immediately accept employee resignations and to terminate employment based on the resignation pursuant to board policy prior to formal board approval.

Furthermore, certified employees must notify the superintendent or designee of his/her intent to resign no later than fifteen (15) days after the first Monday in June. Piedmont Public Schools reserves the right to not accept resignations received after this date.

Any individual who is a school employee, contractor, or agent of the school district is prohibited from assisting a school employee, contractor, or agent in obtaining a new job, if the individual has probable cause to believe that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition shall not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and
2. The information giving rise to probable cause has been properly reported to any other authorities as required by Federal, State, or local law; and
3. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged sexual misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; and
4. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
5. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

The routine transmission of administrative and personnel files is not considered assisting a school employee in obtaining a new job and will be exempt from the requirements of the procedure listed above.

**REFERENCE: 70 O.S. §6-101
20 U.S.C. § 7926**