

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Employment

Policy No. 602.11

Policy Title: Voluntary Resignations

Page 1 of 1

It is the policy of the Board of Trustees to accept voluntary resignations. Voluntary resignations are those whereby an employee submits his/her resignation for reasons that are best known and understood by the employee.

The Board of Trustees empowers the superintendent to accept voluntary resignations on their behalf. The Superintendent's acceptance of the resignation will make the resignation official.

Voluntary resignations must be in writing, signed by the employee and contain a statement concerning the reason for such action. Supervisors receiving voluntary resignations must complete a form and pass it on to the superintendent or his/her designee. This will be attached to the written resignation and forwarded to the central office. If the employee is to be replaced, the supervisor will notify the district office.

The resignee will be paid all wages within 10 days of the separation or the next regularly scheduled pay day, whichever is soonest.

Date of Adoption: 3/10/87

Amended: 4/8/96, 12/13/21

Reviewed: 2011, 2021