



Separation of Employment without Penalty

CMP is an At-Will Employer. With the exception of leave administered under FMLA/CFRA regulations, CMP cannot guarantee future employment or hold jobs open for staff who request a leave of absence for personal and/or professional reasons. In these cases, the employee may resign from employment. Where the employee leaves CMP in good standing, the employee may apply in the future for any positions that the employee would otherwise be qualified for. CMP will consider the application in the same manner and using the same process as all other candidates for employment. If the employee is offered an opportunity to return to CMP, the employee will be reinstated to the appropriate salary scale placement, as well as accrued years of CMP service toward benefits such as sick leave. The longevity stipend however, is reserved for the recognition of CMP employees who continue with the School, without a break in service. In the event an employee leaves CMP and then returns at a future date, the employee understands (s)he forfeits any years of service that would otherwise qualify her/him for a longevity stipend. The exception to this would be a “separation of employment without penalty” as outlined below.

CMP values lifelong learners, and the benefits that are realized from staff participation in extended learning experiences. In order to support such professional growth opportunities, CMP has chosen to offer an alternative separation option for employees who request a break in employment to engage in professional development activities such as international service abroad, post-graduate studies, educational research, etc. This option serves to preserve the financial benefit of any longevity stipend that may have been earned prior to the employee’s completion of service, and must be requested at the time of notice to resign.

The process for being considered for this benefit is as follows:

- Employee must notify the School in writing of her/his desire to pursue a break in service for the benefit of engaging in an educationally-based professional growth opportunity.
- The employee shall submit a letter of resignation along with a proposal which outlines the employee’s plan of activity during the period of absence, not more than one school-year in length.
- In the event the employee’s pursuits extend longer than one school-year, the employee may request in writing, a one-year extension to this break in service.

Employee’s notice of resignation and corresponding proposal should be submitted to CMP’s Director of Human Resources not later than March 15th in the year that the employee plans to separate employment. Please note that employees must complete the full school year prior to separation. While mid-year departures are not encouraged, proposals may be submitted for review by an administrative committee.

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Employee's proposal and request for a separation of employment without financial penalty will be reviewed by a committee which will include the Executive Director, the Director of Program, at least two principals, and the Director of Human Resources or her/his designee. Requests will be evaluated based on the strength of the professional development opportunity; as well as the potential benefit to the school upon employee's return. In the event the employee's request is approved, the employee may apply for any open position at the time of the requested year of return, as outlined previously above. CMP will consider the application in the same manner and using the same process as all other candidates for employment. If the employee is offered an opportunity to return to CMP, the employee will be reinstated to the appropriate salary scale placement, as well as accrued years of CMP service toward benefits such as sick leave. Any longevity stipend that the employee has earned as of the date of resignation will also be reinstated. The employee will not retain any service credits toward the next level stipend but rather will begin earning credits toward the next level stipend as of the date of reinstatement of employment.

Example A: Employee A completes 10 years of service with CMP, earning two longevity stipends under the most current certificated teacher scale. If the employee submits a request for a one year separation without penalty, and said request is approved, upon return to employment, employee will also receive reinstatement of the two longevity stipends in conjunction with employee's placement on the then-current salary scale, and will begin the first year toward any additional longevity stipend which may be available at that time.

Example B: Employee B completes 7 years of service with CMP, earning one longevity stipend under the most current certificated teacher scale. If the employee submits a request for a one year separation without penalty, and said request is approved, upon return to employment, employee will also receive reinstatement of the one longevity stipend in conjunction with employee's placement on the then-current salary scale, and will begin the first year toward any additional longevity stipend which may be available at that time.

Determination of salary scale placement at the time of employee's return to service will be contingent upon the personnel records at the time of employee's resignation, along with any verification of additional qualifying service (specific to international service abroad) that may have been completed during employee's absence with CMP.

Questions on this provision may be directed to CMP's Director of Human Resources, for further clarification and/or guidance.