



**BOARD OF EDUCATION POLICY**

**RESIGNATION OF CERTIFIED PERSONNEL**

Resignations must be dated and submitted, in writing or electronically, to the superintendent or designee stating the effective date of resignation. Equivocal resignations will not be accepted. A resignation to be effective at the conclusion of a school year must be received prior to fifteen (15) days after the first Monday in June of that school year. A resignation to be effective at any other time or to be effective at the conclusion of the school year but received after fifteen (15) days after the first Monday in June does not sever the employment relationship for the subsequent school year unless and until approved by the board.

Resignations offered during the course of the school year will not be accepted unless the superintendent determines that arrangements can be made to avoid a detrimental impact on efficient operation of the school and the board of education concurs.

A resignation may not be withdrawn after it has been accepted by the superintendent or designee and will be considered irrevocable from that date.

Upon receipt of a written resignation from a certified employee, the superintendent or designee shall:

1. Make a record of the date upon which the written resignation was submitted either by reference to a certified mail receipt, by writing on the face of the resignation the date of receipt and his/her initials, or through email acceptance.
2. If the written resignation is to be effective at the conclusion of the current school year and it is received prior to fifteen (15) days after the first Monday in June, notify the employee that his/her resignation is accepted.
3. If the written resignation is to be effective at any time other than the conclusion of the current school year or to be effective at the end of the school year but is not received until after fifteen (15) days after the first Monday in June, notify the employee that his/her resignation will be considered by the board of education.
4. Place upon the agenda of the next board of education meeting an agenda item for consideration and action on the resignation received.

The board of education may accept or decline to accept the resignation of a certified employee. Provided, that the board of education, by adoption of this policy, authorizes the superintendent to accept the resignation of those employees' submitting resignations prior to

fifteen (15) days after the first Monday in June to be effective at the conclusion of the then current school year.

Payment of final compensation shall be processed and disbursed at the scheduled times.