

**RESIGNATION OF CLASSIFIED STAFF AND NON-LICENSED  
ADMINISTRATIVE/PROFESSIONAL/TECHNICAL STAFF**

Classified and non-licensed administrative/professional/technical staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

A classified or non-licensed administrative/professional/technical staff member who resigns during the term of the assignment/contract shall be paid the prorated amount of the annual salary for each day the employee has been on duty.

An employee who has used any paid leave in excess of the actual accrued amount or who has incurred other debts to the district which remain unpaid at the date of resignation shall have the amount deducted from the final paycheck.

Adopted 1988

Revised September 4, 1991

Revised March 2, 1994

Revised June 20, 2012

Legal Refs.: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)  
C.R.S. 22-32-109.7 (Board of education – specific duties)