

SUBJECT: PROFESSIONAL STAFF: SEPARATION

If the Superintendent will be submitting to the Board a negative recommendation for tenure or a recommendation to discontinue the services of a probationary professional staff member, the Superintendent must give the probationary employee thirty (30) days notice prior to the Board meeting at which such recommendation will be considered. If a majority of the Board accepts the recommendation and votes to dismiss, the professional staff member must then be given a written notice at least thirty (30) days prior to the effective date of termination of services. The District will adhere to all other statutory timeframes.

The Board shall expect any professional staff member desiring to terminate his/her services to provide the Board with a minimum of thirty (30) days notice before the effective termination date.

When possible, a professional staff member shall make every effort to terminate employment at the end of a school semester. Resignations must be in writing and include the effective date.

Education Law §§2509, 3012, 3019-a, and 3031

Adopted: 7/10/2001

Revised 3/8/2005, 5/28/2019

Reviewed by Assistant Superintendent for Human Resources and Superintendent with no recommended changes 5/1/2023; reviewed & approved by BOE on 5/23/2023