

Resignation & Retirement of Employees

It shall be the policy of Fargo Public Schools, that all employees who resign or retire from employment will use the following outlined procedure:

1. All employees shall submit a Resignation & Retirement Letter, located in Portal/District Forms/Human Capital, to their direct supervisor. The letter will clearly indicate the resignation or retirement date.
2. The supervisor will forward the letter to the Human Capital Office per the directions on the letter.
3. Teachers and administrators may be released from contracts based upon the needs of the district and consideration of the specific circumstances of the individual.
4. Once submitted, a resignation cannot be rescinded.
5. The official retirement/resignation date is the last day worked. If an employee is on an approved leave for medical reasons and does not return, the separation date is the date the employee resigns.

During the time when longevity recognition is available (AP 5452) the procedures of that policy (AP 5452) must be followed in order to receive any defined benefit.

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