

1 **5251 PERSONNEL**

2 Resignations

3 All personnel are generally expected to fulfill the terms of their contract unless (1) there are clearly
4 compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and
5 (2) until such time as the Board releases the certified individual from the terms of the contract upon the
6 recommendation of the Superintendent. All resignations shall be in writing. Requests for resignation shall
7 be transmitted to the Board as part of the regular personnel report.

8 Non-certified employees intending to resign who are not contractually obligated to complete the school
9 year should notify the Superintendent as early as possible and no less than fourteen (14) days prior to
10 their resignation date.

11 The Board authorizes the Superintendent and/or his/her designee to accept on its behalf resignations
12 from any school district employee. The Superintendent and/or his/her designee shall provide written
13 acceptance of the resignation, including the date of acceptance, to the employee setting forth the
14 effective date of the resignation.

15 Once the Superintendent and/or his/her designee has accepted the resignation it may not be withdrawn
16 by the employee. The resignation and its acceptance should be reported as information to the Board at
17 the next regular or special meeting.

18 Legal Reference:

19 Booth v. Argenbright, 225 M 272, 731 P2d 1318, 44 St. Rep. 227 (1987)

20 Policy History:

21 Adopted on: July 1, 2000

22 Revised on: November 12, 2007

23 Reviewed on: July 10, 2018