



EMPLOYEE RESIGNATION

An employee wishing to resign shall give written notice of resignation of employment, as soon as possible, with a minimum two week notice, to the Director of Human Resources. A teacher requesting release from the contract after June 15, or by terminating services during the term, will be assessed liquidated damages as follows:

June 16 through June 30: liquidated damages in the amount of \$1000.00
 July 1 through July 31: liquidated damages in the amount of \$2000.00
 August 1 and thereafter: liquidated damages in the amount of \$3000.00

The Superintendent may waive this provision under exceptional circumstances upon written request from the employee.

Upon recommendation from the Director of Human Resources, the Superintendent will submit the recommendation for resignation to the School Board for action.

When terminating employment from the District, an employee's holiday and/or vacation time earned balance will be reconciled on the last paycheck. The District's obligation to pay its share of the employee's insurance benefits (if applicable) will terminate at the end of the month in which the employee works the last day.

The Director of Human Resources (or designee) will offer to conduct a personal exit interview either in writing or face to face. Exit interview documentation will be filed separately from the employee's personnel file.

Reference: *Board Policy 3140* Nonrenewal, Resignation and Termination