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 Once submitted, a resignation cannot be rescinded.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.

Voluntary Resignations
The voluntary resignation deadline for certified staff is July 1. Resignations submitted on or before this date will be accepted without penalty and in good standing with the District. Resignations received after July 1 may be subject to potential contract sanctions in accordance with North Dakota Century Code.

Licensure Reporting Requirements
In accordance with North Dakota Century Code (N.D.C.C.) §15.1-13-25, the District may file a complaint against an individual holding a license issued pursuant to North Dakota Century Code (N.D.C.C.) ch. 15.1-13 for breaching their contract. Licensed individuals who breach their contract due to "good cause" will not be reported. The definition of "good cause" as used in this section include the following:

1. A substantial change in the terms or conditions of employment made by the District after contract execution
2. A serious illness or disability of the employee or immediate family member that prevents performance of duties.
3. Relocation of the employee's spouse or partner due to military or employment transfer requiring a significant move outside the district.

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