

RESIGNATION OF SUPPORT STAFF MEMBERS

Support staff employees are expected to fulfill employment obligations. However, it is understandable that personal circumstances will require that the employee terminate his/her employment from the district before his/her employment period is completed. Should the need arise, the employee must submit his/her resignation in writing to his or her immediate supervisor. The letter of resignation will state the general reason for the employee's resignation and the effective date of the resignation. The board will accept or reject the resignation at its next scheduled regular board meeting. If possible, at least two weeks notice shall be given to the board by the employee in order to allow ample time for full the vacancy.

ADOPTED: April 18, 1983
REVISED: March 14, 1994
REVIEWED: August 24, 2015