

NORTH RIVER SCHOOL DISTRICT #200

BOARD POLICY

NO. 5252

RESIGNATION OF EMPLOYEES

It is in the best interest of the students served by the North River Schools for employees to remain and contribute positively to the improvement of the school. The Board understands that for a variety of reasons there will be times when employees choose to separate themselves from employment with the district. It is the wish of the Board to accommodate those wishes in a positive manner which will enable the employee to successfully seek subsequent employment. A resignation shall be in writing.

The above beliefs are tempered by the need to recognize that the first obligation of the district is to students. The following guidelines are used in an attempt to satisfy that first obligation:

- 1) One key to successful transition of duties from one employee to another is time. Adequate time to allow for recruitment and selection is a factor in allowing the Board to accept a resignation;
- 2) For non-contract employees, obviously, the best time for a resignation to become effective is at the close of the school year. Circumstances will predict whether that is feasible or even possible.
- 3) For contract certificated employees, the best time for a resignation to become effective is at the close of the school year. Due to the need to recruit multiple-endorsement replacement personnel in the small school and the remoteness of the area, recruitment and selection time is critical. In order to insure consideration of a request to be released from a contract which has been signed by both parties, the written request should be received in time for consideration at the regularly scheduled July meeting of the Board.
- 4) The Superintendent shall make recommendations to the Board regarding all anticipated personnel actions. The Board of directors is charged by statute with the duty of final action on all hiring and discharge decisions.

Adopted: November, 1991
Revised: December, 1992