

Policy 413.01: Resignation of Classified Personnel

Status: ADOPTED

Original Adopted Date: 03/01/1989 | **Last Revised Date:** 02/01/2022 | **Last Reviewed Date:** 02/01/2022

Resignations shall be in writing or email, signed or electronically signed by the resigning party, and directed to the Superintendent of Schools.

Classified personnel and the District are expected to give a two-week notice of termination. This notice will not be required when the employee is terminated during a probationary period or for cause.

The Board recognizes that circumstances may force an employee to request a release from a contract before the contract expires; there, an employee will be released from their contract at any time, provided that a suitable replacement can be found.
