

PERSONNEL SERVICES

Regulation 4710

Separation

Resignation: Certificated Staff

Certificated employees who wish to resign should address a letter of resignation to the Superintendent with copies to the Director of Personnel and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

It is the practice to recommend release from contracts for those certificated employees who request to resign prior to July 31 when there is good cause. After July 31, a certificated employee may petition the Superintendent to recommend a release from contract for extremely unusual reasons. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it.