



Book	Policy Manual
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4140 - **TERMINATION AND RESIGNATION**

TERMINATION

Employment may be terminated upon a majority vote of the Board of Education or by the Superintendent.

RESIGNATION

A support staff member may resign by filing a written resignation with the Business Manager.

A resignation, once accepted by the Business Manager, may not then be rescinded.

The same provisions shall apply when a staff member desires to start work at a date later than the contracted date.

The support staff member should recognize the obligation to faithfully fulfill the terms of his/her employment until it is dissolved by mutual consent or by due process of law.

- A. The support staff member shall not resign to accept a new position elsewhere during a school year until a suitable replacement is available or until every reasonable opportunity has been made to secure a suitable replacement.
- B. The Business Manager may release a staff member from employment when an opportunity is offered for significant advancement.
- C. A support staff member intending to resign should submit a written resignation to the principal as far as possible in advance of the effective date of resignation.
- D. The Business Manager shall, whenever possible, conduct an interview with the employee to determine the reasons leading up to the resignation.

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