

Procedures for Resignation

It is recognized by the district that employees grow and develop as professionals and a part of that development includes new challenges and employment opportunities that cannot always be met within their employment with the district. For this reason and numerous other reasons that may be solely personal in nature, employees from time to time will resign. The purpose of the following procedure is to support those changes and to provide an orderly and timely process that includes the least disruption of the educational process for the students of the district.

Procedures

1. All resignations must be submitted in writing to the individual's immediate supervisor. The letter of resignation should be addressed to the superintendent.
2. All resignation requests must meet the guidelines of the contract governing that individual's employment.
3. If the employee cannot or will not work for the 60 calendar days or such days as may be determined by the superintendent, the superintendent will request TSPC to suspend the employee's license for the remainder of the school year.
4. The district maintains the right to report violations of statutes, policy or contracts to the appropriate licensing agencies.