

## **PROFESSIONAL STAFF RESIGNATION AND TERMINATION OF EMPLOYMENT**

Professional employees who, for any reason, intend to resign or retire are encouraged to indicate their intentions in writing to the Board or the Superintendent as early in the school year as plans become firm and the decision to leave the school district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations will generally be accepted at the Board's next regular or special meeting, however, the Board reserves the right to accept a resignation sooner under the provisions of an emergency meeting. Once accepted, a resignation is deemed final and a decision to reinstate an employee will be at the discretion of the Board.

Resignations, to become effective earlier than at the end of the school year, require sixty (60) days prior notice. Release by the Board will be considered on an individual basis. The Board will approve resignation requests if the education of children will not be jeopardized. Letters of resignation will be submitted to the Superintendent for transmittal to the Board. Failure to give sixty (60) days notice may result in the teacher paying the Board for expenses in the amount of \$500 incurred in finding a suitable replacement.

Teachers requesting release from a contract prior to June 1 will be released. After June 1, the Board reserves the right to refuse requests for release. However, should the request be granted, the teacher will pay the cost of finding an adequate replacement in the amount of \$500.

Procedures for the termination of certificated employees are established by state law. All actions of the school district and the Board, as well as teacher rights and privileges, are clearly identified in the statutes and will be followed by the district in termination proceedings.

Legal Reference: W.S. 21-7-101 to 21-7-114

Cross Reference: GCB-R

Adopted: 3/11/85

Revised 9/12/88

Revised: 6/18/90