

PERSONNEL

Resignation

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated employees who plan to resign at the end of their contract period should notify the Human Resources Office of the resignation or retirement by May 1.

Resignations from certificated employees will be accepted until June 30. Thereafter, resignations will be accepted only under unusual circumstances. To be released from a contract after June 30, the following conditions apply:

1. A letter requesting release shall be submitted to the Human Resources Office. If accepted by the board at its next meeting, the employee shall be released from the contract.
2. A release from the contract may be granted by the board for the following reasons:
  - a. To allow an employee to accept another position prior to or during the school year provided a satisfactory replacement can be obtained; or
  - b. in case of illness or other personal matters which make it a substantial hardship for the employee to continue employment.
3. Each request shall be determined upon its own merits. The board shall give primary consideration to the needs of the district and continuity of the educational program offered to students.

Resignations from classified employees should be submitted no less than ten (10) working days prior to the last working day. Resignations are to be submitted in writing to the employee's immediate supervisor who will forward it to the Human Resources Office.

Legal References: RCW 28A.67.070

Conditions and contracts of employment

Adoption Date: January 8, 2008