

PERSONNEL

Resignation

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

Resignations from certificated staff 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 superintendent's office. If accepted by the board at its next meeting, the staff member shall be released from contract.
2. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
3. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.
4. Each request shall be determined upon its own merits. The needs of the district and continuity of the educational program offered to students shall receive primary consideration in the board's decision.

Resignations from classified staff should be submitted at least 30 calendar days in advance and no less than 10 working days prior to their last working day. Resignations are to be submitted in writing to the employee's immediate supervisor who will forward it to the Human Resources officer.

Legal Reference: [RCW 28A.405.210](#) Conditions and Contracts of Employment

Adopted: June 10, 1992

Reviewed: November 17, 2010