

NICASIO SCHOOL DISTRICT

Board Policy

Series 4000: Personnel

BP 4217.2

CLASSIFIED PERSONNEL

Resignation

Any District classified employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

An employee's resignation shall become effective on the date set by the Superintendent or designee and may not be withdrawn by the employee. The Board authorizes the Superintendent or designee to accept this written resignation and to set its effective date.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received.

Legal Reference

EDUCATION CODE

35161 Board delegation of any powers or duties

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 power to accept resignation

1st Reading: March 12, 2008

2nd Reading: April 23, 2008

Board Approved: June 18, 2008