

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

**General
Requirements**

All resignations shall be submitted electronically via the District's online *Voluntary Separation Form*. Written submissions will be accepted at the discretion of the chief ~~talent~~ human resources officer. Each electronic submission shall be directed to one of the individuals authorized by this policy to receive resignations. The employee shall give reasonable notice and shall include in the submission a statement of the reason(s) for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

At-Will Employees

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

Contract Employees

The Superintendent, chief ~~talent~~ human resources officer, ~~and executive officers in the Office of Talent~~ or other person designated by Board action shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. Such a resignation, properly submitted electronically through the Voluntary Separation Form, requires no further action by the District and is accepted upon receipt.

The Superintendent, chief ~~talent~~ human resources officer, ~~and executive officers in the Office of Talent~~ or other person designated by Board action shall be authorized to receive and accept a contract employee's resignation submitted or effective at any other time. The authorized receiver shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Withdrawal of
Resignation

Once submitted, the resignation of an employee may not be withdrawn by the employee without consent of the Superintendent or designee.

**Reemployment After
Resignation**

An employee who resigns and subsequently seeks reemployment in the District shall:

1. Be employed on a probationary basis in accordance with appropriate policies; [See DCA(LEGAL)]
2. Be placed on the salary schedule in accordance with the appropriate section of the *Compensation Manual* ~~approved by the Board~~;
3. Forfeit seniority and any unused accumulated local personal leave; and
4. Be subject to the personnel policies or any settlement agreements pertaining to the reemployment of former employees.

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An employee who resigns or retires to avoid District-initiated termination or nonrenewal shall not be eligible for reemployment with the District. An employee who resigns after the District has initiated an investigation of alleged misconduct may be eligible for reemployment only after review and approval by the Office of ~~Talent~~ [Human Resources](#).