

# Series 400 – Employees

Policy Title: RESIGNATION OF CLASSIFIED EMPLOYEES

Policy Code No. 407.5

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Resignations shall be in writing, signed by the resigning person, and directed to the Superintendent or designee. Resignations must be approved by the Board of Directors. In the event a written resignation cannot be obtained, a verbal resignation may be taken to the Board of Directors for action.

The Board of Directors recognizes that circumstances may force a classified employee to request a release from a contract or letter of agreement before the contract expires; therefore, an employee may be released from his or her contract at any time by mutual agreement.

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Legal Ref.:

Cross Ref.: