

Resignation from Employment

Certified Staff

Certified employees who have signed a contract should recognize that their contract with the District carries responsibilities. Certified staff will generally be expected to fulfill the terms of their contract unless:

1. There are clearly compelling, mitigating circumstances which prevent the individual from doing so, and
2. Until such time as the Board releases the individual from the term of the contract upon the recommendation of the Superintendent.

The employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The written request should be submitted to the Building Administrator/Program Director no later than 30 days prior to the requested effective date of release, unless there are extenuating circumstances which prevent this notification period.

Should any employee abandon the contract of employment with the District without a written request for release, the Board of Trustees will report such event to the Idaho Professional Standards Commission, alleging that the employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators.

Requests for release from contract shall be reviewed by the Superintendent and forwarded to the Board of Trustees for approval.

Classified Staff

Classified employees are expected to provide written notice of resignation to their immediate supervisor. Resignations shall be transmitted to the Board as part of the regular Human Resources consent agenda. Any classified employee who does not report to work for five (5) consecutive days without notification of vacation, sick or personal leave, and without a written notice of resignation, will be determined to have resigned their position.

Previous Policy: 403.1, 403.3, 604.6

Cross Reference: 5430 Health and Life Insurance Benefits

Legal Reference: IDAPA 08.02.02.076 Code of Ethics for Idaho Professional Educators

Policy History:

Adopted on: May 23, 2017

Revised on: