

Milton Town School District

Policy

D9: RESIGNATIONS

Policy

It is the policy of the Milton School District to consider employee resignations in a manner that is timely and fair to both the employee and the School District.

Implementation

A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. The resignation of a licensed employee will take effect on a date approved by the School Board after receiving the recommendation of the Superintendent.

A resignation by an unlicensed employee shall be submitted to the employee's immediate supervisor with a copy sent to the Human Resources Department, at the District Office and shall be effective upon acceptance by the Superintendent.

A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the Superintendent.

The superintendent shall develop procedures to process employee resignations and separation from the District. These procedures must provide the opportunity for an exit interview or the completion of an exit questionnaire to gather information from departing employees to help the District improve its employment practices.

Date Warned: 4/7/2008, 4/28/2008

Date Adopted: 4/28/2008

Legal Reference(s):

Cross Reference: