

RESIGNATION OF INSTRUCTIONAL STAFF/ ADMINISTRATIVE STAFF

Code **GCQC/GCQD** Issued **3/05**

Purpose: To establish the basic structure for the resignation of professional staff members.

The resignation of any professional employee wishing to cancel or terminate a contract should normally be presented in writing to his/her principal or immediate supervisor with a copy to the superintendent at least 30 days prior to the date upon which that person desires the resignation to be effective or the contract to be terminated. The board authorizes the superintendent to accept resignations on its behalf. Acceptance of a professional employee's resignation is within the sole discretion of the superintendent and will be based upon the needs of the district. For such resignation to be effective, it must be accepted in writing by the superintendent or his/her designee.

Approval will generally not be given to release a person to accept a similar position within 30 days prior to the beginning of school or until a suitable replacement is found.

The board will be formally advised of all resignations.

When the superintendent does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the superintendent may recommend to the board that a formal complaint and report of the breach be sent to the state board of education and ask that appropriate action be taken against the employee for unprofessional conduct. The board will vote formally on all such recommendations. State law and state board of education regulations provide for the suspension or revocation of a professional certificate for a period of up to one calendar year under such circumstances.

Adopted 7/1/75; Revised 8/13/92, 10/13/92, 10/10/00, 10/9/01, 3/8/05

Legal references:

A. S.C. Code of Laws, 1976, as amended:

1. Section 59-25-150 - State board may revoke certification
2. Section 59-25-160 - Reason for revocation.
3. Section 59-25-530 - Resignation without local board consent cause for revocation of certificate and invalidation of subsequent contract.

B. State Board of Education Regulations :

1. R-43-206 - Professional personnel resignation.
2. R-43-58.1 - Reporting of terminations of certain school district employees.