

RESIGNATION OF SUPPORT STAFF

Code **GDQB** *Issued* **3/05**

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

A support staff member who wishes to terminate his/her employment with the district should submit a letter of resignation to the superintendent with a copy to his/her principal or immediate supervisor. The employee must submit this letter at least two weeks before the desired termination date.

The board authorizes the superintendent to accept and approve support staff resignations. The superintendent or his/her designee will acknowledge and accept all such resignations in writing.

The superintendent will provide the board a list of resignations he/she has accepted.

Adopted 8/13/91; Revised 3/8/05