

## **RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

Professional employees will be required to give 60 days written notice of their intent to resign. In instances where an employee wishes to leave on shorter notice, it will be the policy of the Dayton School Board to permit an earlier release on condition that effective arrangements can be made for a suitable replacement.

**Resignations of professional staff are to be tendered directly to the Superintendent of Schools.** Once submitted, resignations will be considered final unless its withdrawal is requested by the Superintendent of Schools and approved by a majority vote of the Dayton School Board.

All professional personnel who resign will be requested to complete a form entitled Authorization to Release Information/Release of Claims/Indemnity. Compliance with completion of the Authorization form on the part of the individual is to be voluntary. However, refusal to complete the Authorization form may bar Dayton School officials from release of information to perspective employers seeking references and other job related information. Professional personnel who resign will be requested to participate in an Exit Interview. Compliance to be voluntary on the part of the individual. As deemed appropriate, transcripts of Exit Interviews will be prepared and provided to the Dayton School Board in executive session. The results of such interviews will be used objectively for the benefit and improvement of the Dayton School Department.

If a professional employee resigns or leaves his/her job without giving notice as outlined above, the Dayton School Board may call for appropriate legal action against the employee and may file a formal complaint with appropriate state agencies.

First Reading: 12-19-1996

Adopted: 1-23-1997

DAYTON SCHOOL DEPARTMENT