

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 Saco 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 Saco School Board.

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

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

Cross Reference: GCQCA - School Unit Employee References

Adopted: December 10, 1996

Revised: _____

