

Classified Personnel

Resignation

Ample notice of intention to resign should be given by an employee who plans to leave the District. Normally, no less than two-weeks notice should be given.

Positive supervisory action is required to determine if cause of employee resignation may be adjusted. Supervisors should consider factors of employee value to the District, availability of replacement and costs of training a replacement.

The Superintendent or designee is authorized to accept the written resignation of any employee in behalf of the Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee.

A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

Legal Reference:

EDUCATION CODE

45201 Power of governing board to accept resignation and fix its effective date

44930 Acceptance and date of resignation

CALIFORNIA COURT OF APPEALS

First District, 1980 AMERICAN FEDERATION OF TEACHERS, LOCAL NO. 1050 v. BOARD OF EDUCATION OF PASADENA UNIFIED SCHOOL DISTRICT (see California School Law Digest, Vol. VIII No. 8, August 1980, page 97)

Adopted: (7-88 11-93) 6-06

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California