

Personnel

Board Policy No. 4117.2

Policy Adopted: June 26, 2000

Policy Reviewed: May 30, 2024

RESIGNATION

Any district employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the Superintendent or designee to accept an employee's written resignation and to set its effective date. Once the Superintendent or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code 44930, 45201)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Code

5 CCR 80303, Reports of change in employment status; alleged misconduct

5 CCR 80304, Notice of sexual misconduct

Ed. Code 35161, Board delegation of any powers or duties

Ed. Code 44420, Failure to fulfill contract as ground for suspension of diplomas and certificates

Ed. Code 44433, Unauthorized departure from service as unprofessional conduct

Ed. Code 44930, Acceptance and date of resignation

Ed. Code 45201, Power to accept resignation

Management Resources

Court Decision, American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District (1980) 107 Cal.App.3d 829

Website, CSBA District and County Office of Education Legal Services

Cross References,

4112.1, Contracts

4117.7, Employment Status Reports

4317.7, Employment Status Reports

9270, Conflict Of Interest

9270-E(1), Conflict Of Interest