

SEDGWICK SCHOOL COMMITTEE

POLICY NUMBER: 7.15

Adopted: 12/17/90

Prior Revision: 7/20/00, 10/1/07

Revised: 11/15/11

RESIGNATION OF STAFF MEMBERS

1. Employees intending to resign shall notify the Superintendent in writing with notice as specified in negotiated agreements or individual contracts. Support personnel should provide a minimum of fourteen calendar days notice. Certified or licensed staff members should provide a minimum of thirty calendar days notice. The Superintendent, upon notification of the school committee, may allow shorter notice if effective arrangements can be made for a replacement.
2. Once submitted, the resignation may be accepted by the Superintendent and shall be considered final. The Superintendent will notify the Committee of the resignation as soon as possible. At the next regular School Committee Meeting the letter will be shared with the Committee for attachment to the minutes.