CSD 13 SCHOOL BOARD
POLICY NUMBER: 7.15 (NEPN/NSBA: GCQC)
Adopted: 4/7/81
Previous Revisions: 9/92, 2/6/01, 12/4/07
Revised: 6/5/12

RESIGNATION OF STAFF MEMBERS

A. Employees intending to resign shall be required to give notice to the Superintendent as specified in individual employment agreements. Employees who resign are expected to work a reasonable period of time after providing notice. Support personnel should provide a minimum of fourteen calendar days notice. Certified staff members should provide a minimum of thirty working days notice.

B. The CSD 13 School Board may permit earlier release than specified in the employee's contract if effective arrangements can be made for a replacement.

C. The Superintendent or Principal shall invite each employee who leaves employment with the school system to an exit interview. The purpose of the exit interview will be to increase communication and improve the work environment that exists in the schools. In addition, a form for written feedback will be provided to all departing employees.

D. The superintendent has the authority to accept resignations on behalf of the School Board. Once a resignation is submitted, it shall be considered final unless its withdrawal is requested and approved by the Superintendent. The Superintendent shall notify the School Board of a resignation no later than the next regular School Board meeting.

Reference: Deer Isle-Stonington CSD Exit Interview Form