

BROOKLIN SCHOOL COMMITTEE

POLICY NUMBER: 7.15

Adopted: 9/27/90

Previous Revisions: 9/12/00, 10/9/07

Revised: 2/14/12

RESIGNATION OF STAFF MEMBERS

- A. Employees intending to resign shall notify the Superintendent in writing with notice as specified in negotiated agreements or individual contracts. The Superintendent may allow shorter notice if effective arrangement can be made for a replacement.
- B. Employees who resign are expected to give proper notice of their resignation and 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 calendar days notice.
- C. Once submitted, the resignation shall be accepted in writing by the Superintendent and shall be considered final. The Superintendent will formally notify the Committee of the resignation at the next regular School Committee meeting.