

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: April 4, 2017

REVISED:

308-AR-0. EMPLOYEE RESIGNATIONS

All District employees must submit a written, dated and signed resignation, with required prior notice, to the Superintendent and Human Resources in order to terminate an employment contract with the District. The resignation must specify the date upon which the resignation will be effective. The District will acknowledge receipt of the resignation.

All resignations submitted by District employees must comply with the terms specified in the applicable employment contracts.

The Superintendent is authorized to accept all District employee resignations on behalf of the Board. The Superintendent will report all employee resignations and their acceptance at the next regular Board meeting.

A resignation received and accepted by the Superintendent is irrevocable.

Required Notice

Professional employees, as defined in the School Code, must submit a resignation notice at least sixty (60) days prior to the date the resignation becomes effective.

Noncertificated administrative and support employees are requested to submit a resignation notice at least two (2) weeks prior to the date the resignation becomes effective.

Exit Meeting

Individuals resigning from employment with the District may meet with a staff member of the Human Resources Office to discuss final details regarding the employee's departure and applicable benefits, and to close out the employee's personnel file.

This meeting will include answers for the employee's questions and information about the following:

1. Final paycheck.
2. Medical/Dental/Vision/Life insurance, including COBRA requirements.
3. Supplemental Insurance, when applicable.

4. Retirement information, when applicable.
5. Contact information for social security, annuity and PSERS, when applicable.

Final Paycheck

A resigning employee's final paycheck will be adjusted for any unused, earned vacation credit.

A resigning employee will be issued his/her final paycheck on the next regular payday following the date of termination.

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308-AR-1. FORM FOR ACCEPTANCE OF RESIGNATIONS

Upon receipt and acceptance of an employee resignation, the Superintendent will provide to the resigning employee, either in person or electronically, the following statement:

I, Superintendent of Schools, acting as Chief Executive Officer of the Board of Education, acknowledge receipt this date of the resignation from employment signed by

from the position of _____

effective on _____ .

My signature constitutes acceptance of the resignation by the Board of Education and releases the resigning employee and the district from all further obligations upon the effective date of the resignation. This resignation is irrevocable.

Signature of Superintendent

Date