

BOARD AGENDA ITEM
August 28, 2018

SUBJECT:

Changes to Policy GDQB Resignation of Support Staff

BACKGROUND:

This policy establishes the basic structure for the resignation of support staff members

ADMINISTRATIVE CONSIDERATION:

The proposed change clarifies the expectation of a two-week notice for the resignation of support staff members. It also allows the district the discretion to waive that requirement. The district salary committee recommended that length of service be used as a consideration in determining the waiver of the two-week notice.

RECOMMENDATION:

Adopt the proposed policy on final reading

ATTACHMENT:

Policy GDQB Resignation of Support Staff

PREPARED BY:

King Laurence
Jennifer Hart

RESIGNATION OF SUPPORT STAFF

Code **GDQB** Issued **8/18**

Purpose: To establish the basic structure for the resignation of support staff members.

A support staff member who wishes to terminate his/her employment with the district may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the superintendent. The staff member must submit this letter two work weeks before the desired termination date. The district, at its discretion, may waive the two-week requirement and designate the termination date as the date that the letter of resignation is submitted or any date within the two-week period. The district will establish procedures for waiving the two-week requirement.

A resignation must be approved by the superintendent or his/her designee.

Adopted 6/10/75; Revised 1/28/92, 11/27/01