

Corvallis School District

PERSONNEL

5251

Resignations

Certified personnel will be expected to fulfill the terms of their contract until such time as the Board through public action releases the certified individual from the terms of his/her contract upon the recommendation of the Superintendent.

Classified employees (i.e. non-certified employees) are expected to give due written notice that will permit the district to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. The immediate supervisor shall be informed in writing of the resignation and a copy of the resignation shall be delivered by the employee to the personnel office.

Requests for resignations shall be transmitted to the Board as part of the regular personnel report.

Policy History:

Adopted on: 12-8-98

Effective date: 1-1-99

Revised on: