

GCQC - RESIGNATION OF PROFESSIONAL STAFF MEMBER

All professional staff members who sign a contract are expected to honor the contract. Any employee under contract with the Epping School District who seeks or is contacted for employment elsewhere shall immediately inform the prospective employer that he/she is under a contractual obligation to the Epping School District. If said employee becomes a finalist for a position elsewhere, the employee will immediately notify the Principal or Superintendent. Upon written notification from the employee that he/she wishes to accept a position elsewhere, the District will make a good faith effort to secure a replacement deemed qualified by the District. However, said employee under contract to the District shall not be released from his/her contractual obligations to the District until such time as a replacement deemed to be qualified by the District is hired. Exceptions to this policy may be granted under conditions set forth in the collective bargaining agreement.

However, the Board recognizes that extenuating circumstances may arise which warrants it giving special consideration to a resignation request. In these instances, the Board may make exceptions to this Policy, on a case by case basis.

If the employee fails to conform to these requirements, said person will bear all costs associated with the abrogation of his/her contract including, but not limited to, all legal fees and costs which the Board may incur in enforcing this provision and any and all other costs associated with locating and securing a qualified replacement. Upon review of the circumstances surrounding a contracted employee's separation, the Board may waive the costs outlined above. In addition, if a professional staff member reneges on his/her contract, the Board may notify the teacher certification division of the Department of Education.

TIMELY RETURN OF CONTRACTS - Professional staff issued an employment contract for continued employment with the District are required to return such contracts in a timely manner. Employees will be notified with their contract the time in which contracts are to be returned to the Superintendent's Office. If a contract has not been returned by the deadline, it will be assumed that the employee has voluntarily resigned and will not be returning to the District.

EXIT INTERVIEW – Upon termination from the District, employees should make an appointment with the Superintendent's Office to discuss compensation and benefits as appropriate, including the right to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and to sign separation paperwork. The Superintendent will request an exit interview with separating professional staff. The School Board may also request an exit interview with the separating professional staff member.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Personnel Handbooks)

APPROVED/REVISED: July 20, 2006, October 15, 2009