

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of resignation to the Superintendent or appropriate hiring authority.

Such written notice of resignation will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation. The Superintendent shall report said resignations to the School Committee during the personnel update.

When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of thirty (30) days after submission of the resignation or a mutually agreeable date.

A teacher leaving the school system (i.e. resigning) within the school year must submit in writing notice of his or her intention to leave to the Office of the Superintendent at least two weeks prior to the date of leaving.

Once accepted, a resignation may only be rescinded by approval of the Superintendent.

CROSS REF: HTA/HSC Collective Bargaining Agreements

Approved: March 9, 2009

Amended: February 24, 2014