

## **400 EMPLOYEE RESIGNATION**

### **I. PURPOSE**

The purpose of this policy is to define the process for resignation of an employee from Alexandria Public Schools.

### **II. GENERAL STATEMENT OF POLICY**

- A. The District will follow the procedures outlined in district policy and the terms of work agreements in an employee resignation. Employees desiring to resign from a position will do so in writing to the attention of the Director of Human Resources. This resignation will be added to the monthly school board agenda for action based on administrative recommendation.
- B. The District requires certified staff to complete their yearly obligation prior to resigning from a position or until a suitable replacement can be found or other arrangements have been approved by the school board.

Certified staff who resign after August 1<sup>st</sup> and prior to the start of the school year may have their resignation delayed by the school district until a suitable replacement can be found.

- C. The District requires a ten-working-day notice of resignation for non-certified staff.
- D. The District reserves the right to negotiate a mutual stop date for any employee who is seeking a resignation.

Policy Adopted: 4/16/01  
Policy Revised: 8/21/17, 8/17/20, 7/18/22  
Alexandria Public Schools - No. 206  
Alexandria, Minnesota