

Resignations

Board Policy: P-5
Adopted: October 12, 1992
Revised: March 8, 1999

I. General Policy Statement

The Board recognizes that an orderly process for employee resignations is necessary for the effective operation of the school system. The following regulations outline this process for the Haywood County School System.

II. Regulations

- A. All resignations shall be submitted to the superintendent in writing.
- B. The superintendent shall have the authority to accept all resignations.
- C. The superintendent shall present all accepted resignations to the Board for information only.
- D. Resignations become effective at the end of the school year which they are submitted.
- E. Resignations for any other time require a 30-day notice unless the superintendent consents to a shorter notice period.
- F. If a resigning licensed employee does not give at least 30 days notice and the superintendent does not consent to a waiver, the Board may request that the State Board of Education revoke the employee's license for the remainder of that school year.
- G. The Human Resource Officer will conduct an exit interview with the resigning employee, if possible, to discuss the reason(s) for leaving and other topics concerning the operation of the school system.
- H. Written resignations shall be placed in the employee's personnel file.

Legal References: **G.S. 115C-47**
 G.S. 115C-325

