

## RESIGNATION OF PERSONNEL

### A. Licensed Personnel

Licensed persons requesting release from a contract with the School Board shall submit their written resignation to the Superintendent at least two (2) weeks before the intended date of termination, unless waived by the Superintendent. The employee may request an exit interview.

A release from contract between July 1, and the beginning of school may be denied until a satisfactory replacement has been secured. The employee shall be informed that breaking a contract without Board approval may result in a request to the Virginia Board of Education for appropriate disciplinary action which may include revocation of the person's teaching license.

Resignations are not officially approved until presented to and accepted by the Board.

### B. Classified Personnel

Classified employees terminating their employment shall submit notice of their intentions two (2) weeks prior to their final workday. Employees giving advance notice or resigning with the Superintendent's approval shall have their resignation accepted without prejudice. Failure to comply with this policy may result in a recommendation that the employee be ineligible for reemployment at a future date.

### C. Disclosure of Employment-Related Information

If facts exist and are known at the time of a resignation which, but for the employee's resignation, would have subjected the employee to another type of termination or disciplinary action, the employee's record should reflect that cause to terminate, to pursue termination of, or to pursue discipline of the employee existed at the time of the employee's resignation. Any records which support the reasons for termination or discipline will be included in the employee's file along with the resignation. The Superintendent or his designee may, in accordance with policy GBL-R, disclose accurate information concerning the employee's professional conduct, job performance, or reason for separation and whether the employee is eligible for rehire.

Adopted: June 29, 2001

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Legal Reference: Code of Virginia § 8.01-46.1. Disclosure of employment related information, presumptions; causes of action: definitions.

Code of Virginia § 22.1-403. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers.

For confidentiality of personnel files and disclosure of information see School Board Policy GBL-R.