

A certificated employee must file written notice with the superintendent prior to July of any year if the employee does not plan to accept a position for the succeeding year. Failure to file written notice before July 1 will automatically extend the contract for one more school year and employees will be expected to report for duty for the succeeding school year. The superintendent, or his/her designee, shall be authorized by the Board of Trustees to officially accept the resignation of any employee. The resignation shall be effective at the time of receipt by the superintendent. All resignations accepted by the superintendent shall be ratified by the board. Exceptions to this policy may be made only by special action by the Board of Trustees after a thorough review of the extenuating circumstances.

When a certificated employee's resignation is effective at times other than June 30, the vacated position will be treated as though the resignee was on a leave of absence.

If a certificated employee leaves the employ of the district during the school year without obtaining acceptance of his/her resignation, or leaves before the effective date of the resignation, the Superintendent is directed to report this fact, with supporting evidence, to the Commission for Teacher Preparation and Licensing. The Commission may suspend the credentials of teachers who leave the district in this manner.

Legal Reference: Education Code Section 44930

Board of Trustees  
October 9, 1980  
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