

Personnel

Resignation, Layoff, Termination or Nonrenewal of Employee

I. Purpose

This policy defines the process for addressing resignation, termination or nonrenewal of a school district employee.

II. General Statement of Policy

The school district follows the procedures outlined in district policy and in the terms of work agreements in employee resignations, terminations or non-renewals.

III. Resignation Procedures

- A. All employees who desire to resign from a position must send written notification of their decision to the human resources department, directed to the attention of the human resources director.
- B. A licensed employee is required to complete his or her yearly obligation prior to resigning from a position unless a suitable replacement can be found or other arrangements have been approved by the school board.

A licensed employee who resigns after August 1, but prior to the start of the school year, may have his or her resignation delayed by the school district until a suitable replacement can be found.

- C. A non-licensed employee is required to give a 10 working-day notice of resignation.
- D. The district reserves the right to negotiate a mutual stop date for any employee who is seeking a resignation during the school year.

IV. Layoff Procedures

- A. The school district will follow layoff procedures outlined in the terms of applicable work agreements for non-probationary employees.
- B. Nothing in this policy requires the district to engage in layoff procedures in lieu of termination procedures for employees not covered by layoff procedures in work agreements.

V. Termination or Nonrenewal of Employee

- A. The school district will abide by Minnesota law and employee work agreements when a decision is made to terminate or non-renew an employee.
- B. The superintendent or designee will make the termination or nonrenewal recommendation to the school board for board action.
- C. The district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements if applicable.

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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota