

Policy GDQB Resignation of Staff

Issued 12/19

A staff member who wishes to terminate his/her employment with the district will submit the required form to his/her supervisor and to the human resources office. The staff member must submit the required form before the desired termination date.

Before the termination is effective, the superintendent's designee (chief human resources officer) will notify the employee of acceptance of his/her resignation.

Should certified staff fail to comply with provisions of this policy, he/she may be subject to revocation of certification per state statute and regulations.

The superintendent has the authority to accept employee resignations in lieu of board action to expedite necessary staffing processes.

Adopted 5/23/00; Revised 2/28/06, 2/27/07, 6/11/13, 12/10/19; [Reviewed 00/00/21](#)

Legal References:

S.C. Code of Laws, 1976, as amended:

[Section 59-25-150](#) - Revocation or suspension of certificate.

Richland County School District One