

AR GDQB-R Resignation of Staff

Issued ~~11/19~~ 00/21

Certified

Certified staff must decide by May 10th of each year or within ten (10) days of the date established by the S.C. Legislature whether or not to sign a contract with the district for the ensuing year. Persons who know prior to May 10th that they will not return to the district should submit written notice to human resource services indicating they wish to resign from their position.

After a contract is signed, a certified staff member may not seek to terminate it except for good cause, and then only by giving written notice to the office of human resources. Certified staff members are not automatically released from their contracts upon request. The office of human resource services will notify the employee in writing when a release has been approved.

Human resource services will pursue proceedings to revoke an educator's professional certificate for breach of contract through the South Carolina Department of Education if the employee does not fulfill his/her contractual obligations with the district.

Classified

Classified employees should submit in writing a ten (10) working day notice of their intent to resign. Twelve-month employees need to give a ten (10) working day notice in order to be paid for accumulated unused vacation days. If the supervisor is not notified of the reason for absences from work for three (3) consecutive workdays, the employee is considered to have voluntarily resigned.

Cf. GCB

Issued 6/01; Revised 6/11/13, 11/12/19; Revised 00/00/21

Richland County School District One