

**Policy**

---

RESIGNATION

The Passaic Board of Education will enter a contract with each support staff member providing, in part, for the termination of employment by either party on proper notice. Proper notice of the intent to terminate employment shall be given by either party at least 14 days before the last day of employment, unless otherwise covered by the terms of a negotiated agreement or an individual contract with the Board. An employee's resignation must be tendered to the board through the superintendent who may accept the resignation on behalf of the board. Any such acceptance of a resignation will be ratified by the board at its next meeting.

A tenured or nontenured staff member who offers insufficient notice of resignation will be paid only through the last day of service.

The Passaic Board of Education requires every support staff member to annually sign an employment contract for a term of not more than one year. Refusal or failure to sign the employment contract shall be considered as a resignation by the employee.

First Reading: January 30, 2017  
Second Reading: March 8, 2017  
Adopted: March 8, 2017

Key Words

Resignation, Resign, Termination

Legal References:

Possible

Cross References:

*2131	Superintendent of Schools
4000	Concepts and roles in personnel
*4211	Recruitment, selection and hiring
4217.41	Nonrenewal of support staff members

\*Indicates policy is included in the Critical Policy Reference Manual.