

SUBJECT: PROFESSIONAL STAFF: SEPARATION

The District Superintendent must notify the professional staff member in writing at least 60 days prior to the expiration of the probationary period that an affirmative recommendation for appointment on tenure will not be made, in accordance with Education Law. The District Superintendent's recommendation to deny tenure must be reviewed and acted upon by the Board.

The Board shall expect any professional staff member desiring to terminate his/her services to provide the Board with a minimum of thirty (30) days notice before the effective termination date.

When possible, a professional staff member shall make every effort to terminate employment at the end of the school year. Resignations must be in writing and include the effective date.

Education Law Sections 3019-a and 3031

Adopted: 7/10/02