

PERSONNEL SERVICES

Policy 4710

Separation

Resignation: Certificated Staff

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but not later than June 1.

Contracts signed by certificated staff and the Board of Education are legal, binding agreements.

Resignations to become effective during the school year require release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

A teacher and the Board of Education may terminate a contract under the conditions set forth in the Missouri Teacher Tenure Act and Missouri State Law.

Resignations requiring early release from a contract or breaking a contract for the upcoming year may be allowed providing the following conditions are met:

- A. A suitable replacement can be contracted with the aid of the certificated staff person wishing to leave.
- B. A progressive penalty is paid to the Pettis County R-V School District by the certificated staff person desiring early release. The penalty will be paid by cashier's check before the Board will grant release from the contract. The penalty shall be:

4% of the District base salary if the request is made on or following May 1st through June 1st of the current school year.

8% of the District base salary if the request is made on or following June 2nd through June 30th.

12% of the District base if the request is made on or following July 1st through July 31st.

After July 31st – NO release.

The Board of Education reserves the right to waive or adjust any penalty due to unavoidable circumstances as determined by the Board. The Board considers serious illness, transfer of spouse, military service or other possible situations as legitimate reasons for resignation of

certificated staff.

The willful breaking of a contract by certificated staff may result in the Board's requesting the revocation of that individual's teaching or administrative certificate by the State Board of Education.

Adopted by the Pettis County R-V Board of Education on August 17, 1994

Richard Cornine, Board President Ann Graff, Board Secretary

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