

PR 4710 Resignation: Certificated Staff

Personnel Services Separation

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 no later than June 1.

Resignations to become effective during the school year require a 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.

Any certified staff member whose resignation is due to retirement from public education in Missouri will be awarded a one-time stipend of five hundred dollars (\$500) if their written notification of their intent to resign due to retirement is received by the Board on or before the date of the January regular school board meeting of the current school year.

All certified personnel signing teaching contracts will be expected to honor those contracts. Anyone desiring a release from their contract **after June 1st** shall be **assessed 5%** of their base contract, **after July 1st, 7.5%** of their base contract and **after August 1st, 10%** of their base contract. This fee may be waived by the Board of Education if circumstances warrant the release. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it.

Revised: February 11, 2016