

RESIGNATION OF SUPPORT STAFF MEMBERS

Any non-certificated employee desiring to resign will be required to make such a request in writing to the superintendent, stating the time the employee wishes the resignation to become effective.

The superintendent will present the resignation to the board at its first regular meeting or at a special meeting after the receipt of the resignation, and the board will act upon the request of the employee.

At least a two-week notice should be given to the board by the employee in order to allow ample time for filling the vacancy by a well-qualified individual.