

Policy Code: 5290 RESIGNATION OF EMPLOYEES

The Board of Education considers a contract with an employee to be a mutually binding agreement.

Unless specified otherwise in a written contract, a licensed employee desiring to resign from employment with the school system must submit a written resignation to the Human Resources office at least thirty (30) days in advance.

The superintendent must notify the State Board of Education if a professional employee's criminal history is relevant to the resignation, regardless of whether the employee gave adequate advance notice of resignation.

Upon inquiry from a North Carolina local board of education, charter school, or regional school as to the reason for a teacher's resignation, the superintendent or designee shall indicate if the employee's criminal history was relevant to the resignation.

Resignations will be accepted, on behalf of the Board of Education, by the Superintendent or designee.

If a licensed employee resigns without giving thirty (30) days' notice, the Board of Education may request that the State Board of Education revoke the employee's license for the remainder of that school year.

Emergency circumstances and early release will be considered by the Superintendent if a suitable replacement is available.

Employees who voluntarily leave employment with the Board of Education may request an opportunity to have an interview with the Human Resources office in order to ask questions and discuss procedures for separation.

Classified employees are required to provide at least ten (10) days written notice to the Human Resources office prior to resigning. To help ensure the smooth operation of the schools, classified employees who plan to resign for any reason are encouraged to provide 30 days' notice whenever possible.

School administrators are required to provide at least sixty (60) days written notice to the Human Resources office prior to resigning from their administrative position.

LEGAL REF: [G.S. 115C-47](#), [-325\(e\)](#) and [-325\(o\)](#) (applicable to career status teachers), [-325.4](#) and [-325.9](#) (applicable to non-career status employees), [-332](#)

ADOPTED: February 7, 2005

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Edenton-Chowan Schools