

## PERSONNEL

File: GCPB-R

### RESIGNATION OF STAFF MEMBERS

Information regarding the resignation procedures shall be included in the Employee Handbook.

1. A teacher may resign after June 15 with approval of the Superintendent.
2. Any resignation request shall be in writing with the reason for resignation and provide at least two weeks' notice prior to the expected end of employment.
3. Any teacher may withdraw the request to resign within one week of the written request.
4. After the one-week period, the Superintendent shall inform the School Board of the decision to accept or reject the resignation request.
5. The School Board may reverse the decision of the Superintendent regarding a resignation request.
6. If the Superintendent and School Board reject the request for resignation due to insufficient cause and the teacher breaches the contract, consequences may be sought by the school division which may include revocation of the teaching license by the Board of Education.
7. Other employees shall notify their direct supervisor for any intent to separate from Charlottesville City Schools and provide at least a notice of at least 10 school days.
8. The supervisor will notice the Superintendent of the resignation notice.
9. The School Board shall be informed at a business meeting of any requested resignation and the recommended action by the Superintendent.
10. The Director of Human Resources will conduct exit interviews for all personnel leaving the school division. The format for the interviews may include online surveys, face-to-face interviews or other methods agreeable to the employee and Director.
11. Data from surveys will be compiled to identify trends or patterns. Only the Superintendent and Director of Human Resources will have access to employee identification on the surveys.

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Legal References: Code of Virginia, 1950, as amended Section 22.1-304  
8 VAC 20-440-160

Cross References: GCPD Professional Staff Discipline  
GDB Support Staff Employment Status