

Policy

CLASSIFIED STAFF RESIGNATION

Code GCO Issued 12/15/21

A classified employee who wishes to terminate his/her employment with the district should submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the superintendent or his/her designee. The letter must be submitted two weeks before the desired termination date. The Board authorizes the superintendent or his/her designee to accept and approve classified staff resignations.

Adopted 1/30/90; Revised 12/14/21
