

(School District or ISD)
STAFF TERMINATION AND RESIGNATION
(Policy – SAMPLE)

Termination

An employment contract may be suspended or terminated, upon a majority vote of the Board of Education, for reasonable and just cause. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement.

Resignation

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or his/her employment contract.

The Superintendent may act for the Board in the acceptance of a resignation, however, the Board has the right to rescind the acceptance.

TERMINATION/RESIGNATION FORM

I am terminating my employment with the (School District or ISD) Board of Education, and in consideration of _____ dollars (\$_____) received from said Board of Education as severance pay, I herewith renounce and relinquish all rights and claims which I might have for any accumulated sick leave which presently stands to my credit because of employment by the Board of Education.

Applicant's Signature

Accepted by the Board of Education:

Date: _____

Clerk: _____