

**Category: Human Resources - 4000**

**Policy: Resignation/Termination – 4009**

## **1. Resignation**

Staff members who wish to resign from the ESUCC must submit a letter of resignation to the Executive Director and ESU No. 17 Administrator.

### **Resignation of Certificated Employees**

The ESUCC and ESU No. 17 may refuse to accept the resignation of a certificated employee, including a resignation given mid-year and a resignation given for the following school year or after execution of a contract or renewal letter.

### **Resignation of Classified**

Classified employees are at-will employees. Classified employees are expected to give two weeks' notice to Executive Director and/or ESU No. 17 Administrator prior to resignation.

## **2. Termination from Assignment to ESUCC Projects**

The Board and/or the Executive Director may terminate a staff member's assignment to ESUCC projects upon providing notice to ESU 17 pursuant to those parties' staffing services agreement. Staff members who are removed from ESUCC projects have no right to prior notice from the ESUCC or its Executive Director and are not entitled to a hearing before the Board or any form of due process related to their removal.

## **3. Termination of Employment**

Any supervisor considering recommending employment termination shall consult with the Executive Director and ESU No. 17 Administrator or designee on procedural matters.

Adopted On: October 9, 2014

Reviewed On: