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**Type:** Policy  
**Descriptor Code:** GBO  
**Title:** **Professional Personnel Resignation**  
**Status:** ADOPTED



~~All resignations should be made in writing to the employee's immediate supervisor. A copy of the resignation should be sent to the Superintendent and to the Department of Human Resources.~~

~~Any employee under contract with the Board of Education, who wishes not to fulfill the terms of their contract, must request in writing that the Board of Education release the employee from the contract upon recommendation of the Superintendent.~~

Contracts with school employees are for the rendering of service for a specified term. An educator shall fulfill all of the terms and obligations detailed in the contract for the duration of the contract. The employee cannot resign without breaching his/her contract unless there is mutual agreement between the employee and the Board of Education. The Superintendent is authorized to accept, on behalf of the Board of Education, resignations from employment by any employee and release that employee from his/her contract. The Superintendent may delay the release from contract until a satisfactory replacement is found. The Board of Education shall be notified of the resignation(s) at the next regular meeting after the resignation(s) has been offered and accepted. If the Superintendent chooses not to release the employee from his/her contract, this decision may be appealed to the Board of Education.

~~The Board of Education, if it deems the employee's reason for not wishing to fulfill the terms of the contract sufficient, may release them from the contract if a satisfactory replacement is found.~~

~~If the Board does not release the employee is not released from the contract, and if the employee refuses to fulfill the terms of the contract, the Board of Education may report this abandonment of contract to the Georgia Professional Standards Commission. The burden of proof will be on the educator who is breaching the contract.~~

Resignations for one of the following reasons will not result in the educator being reported to the Georgia Professional Standards Commission.

- Transfer of spouse that requires an unreasonable commuting distance
- Documented illness of the educator or illness in the immediate family which requires the educator to care for the family member and prevents the educator from performing his/her duties

- A promotion within the field of education that meets each of the following criteria: increase in job responsibility, increase in prestige, and an appropriate and reasonable increase in salary.
- The resignation is submitted prior to June 15 of the contract year that is to begin on July 1.

All resignations should be tendered at the earliest possible date so as to promote continuity of instruction. Such resignations should be made in writing to the employee's immediate supervisor. A copy of the resignation should be sent to the Superintendent and to the Department of Human Resources.

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**Last Revised Date:** 3/8/2007

**Original Adopted Date:** 8/11/1983

Clarke County School District

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Note:** *The State of Georgia requires acceptance of Terms and Conditions before reviewing the code. To 'accept' click here: [State of Georgia Terms and Conditions](#) After accepting, return here and click on the links below to be taken to each specific code. You should only have to do this one time per session.*

| State Reference    | Description  |
|--------------------|--|
| O.C.G.A 20-02-0211 | <u>Annual contract;</u><br><u>disqualifying acts;</u><br><u>job descriptions</u> |