



4165.1: RESIGNATION/SEPARATION - NON-CERTIFICATED STAFF

I. Non-certificated employees who wish to resign should notify the Human Resources Office in writing. A minimum notice of two weeks is requested. Resignations are effective upon acceptance by the Superintendent or his/her designee, except that a resignation which requires a release from an employment contract is not effective until approved by the Board. Employees are discouraged from resigning during the school year due to the potential adverse effect upon students and the educational process.

II. Procedures for the dismissal of non-certificated employees are governed by Board Policies & Rules, or any applicable contractual or collective bargaining agreement provisions. The District reserves the right to dismiss a noncertificated employee with or without cause subject to applicable contractual or collective bargaining agreement provisions.

Date of Adoption

October 7, 1974?

Date of Revision

March 20, 1989

August 3, 1992

November 15, 1999

June 4, 2007

October 7, 2013

September 16, 2019

Related Policies and Rules

[**4163.2: Remedial Action Non-Certificated Staff**](#)

[**4165.3: Resignation Notification Incentive**](#)

[**4171: Reduction in Force - Non-Certificated Staff**](#)

[**4325.1: Grievance Procedure**](#)