



GCQC/GCQD - RESIGNATION OF INSTRUCTIONAL STAFF/ADMINISTRATIVE STAFF

In accordance with state statutes, a certificated/licensed staff member may cancel a contract prior to the beginning of an academic year by giving written notice on or before the state's legal deadline, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement with the Board of Education.

A certificated/licensed staff member who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, not to exceed 1/12th of his or her annual salary. In addition, his or her certificate may be suspended.

A certificated/licensed employee who resigns during the term of his or her contract shall be paid the prorated amount of his or her annual salary for each day he or she has been on duty.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of the evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) and for providing any information requested by CDE concerning the circumstances of the resignation. The district also shall notify the employee that information concerning his or her resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted: March 1990

Revised to conform with practice: May 22, 1995

Revised: August 11, 1997

Reviewed: February 2, 1998

LEGAL REFS:

C.R.S. 19-3-301, et. seq. (Child Protection Act of 1987)

C.R.S. 22-32-109.7(3)

C.R.S. 22-63-202(2)

NOTE:

Policies and regulations in the GC section (Professional Staff) pertain only to instructional and administrative staff members.