

POLICY GCQ

Board of Education Las Cruces Public Schools

Related Entries: GCQ-R

Responsible Office: Associate Superintendent for Human Resources

SEPARATION FROM EMPLOYMENT

I. PURPOSE

The purpose of Policy GCQ is to establish procedures for an employee of the school district to end their employment with the district in the form of a resignation or retirement.

II. BACKGROUND

The Board of Education believes that employees are entitled to separate from the school district in an orderly and efficient manner.

III. POSITION

- A. Certified and administrative employees shall provide the Superintendent or designee with a minimum of thirty (30) calendar days written notice of the intent to resign. Employees shall fill out the district's resignation form (GCQ-E1) and submit to the Human Resources Department.
- B. Non-certified employees shall provide a minimum of fifteen (15) days written notice of the intent to resign. Employees shall fill out the district's resignation form (GCQ-E1) and submit to the Human Resources Department.
- C. Under extenuating circumstances, the Superintendent may waive notice requirement or may accept a verbal resignation.
- D. The written notice of intent to resign will be placed in the employee's personnel file and stored according to recordkeeping requirements.
- E. Resignations may only be rescinded by the approval of the Superintendent.
- F. Employees separating from employment with the district shall follow district procedures for returning district property.
- G. The names of employees who resign and retire shall be included in the Human Resources classified/certified reports provided to the Superintendent.
- H. Failure to provide proper notice may constitute job abandonment and may result in discharge or termination.
- I. The Superintendent shall promulgate a regulation for the enforcement of this policy.

IV. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

Maria A. Flores

Board of Education, President

February 21, 2017

Date Approved

History: Formerly Policy/Procedure #258 Revised 11.22.95, 10.17.00, 2.03; New Policy GCQ, 02.21.17

Legal Reference: NMAC 6.66.2, 6.66.3