

SUBJECT: **EMPLOYMENT INTENT OF PROFESSIONAL STAFF MEMBERS**

Policy: 7.65

Supersedes: GCPB; GCPB-R
Effective: December 9, 2008
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Approved by: Detroit Board of Education

1.0 Policy

Professional employees may be released from contract upon mutual consent of the employee and the Board.

A professional employee holding a continuing contract may resign from service without Board consent in accordance with state law. In order to ensure the effective transition of District staff, the Board encourages a professional employee desiring to resign in accordance with this policy to provide notice by April 1st.

Note: The office of personnel provides procedures and forms for applying for resignation.

Instructional and Administrative Personnel

1. An employee voluntarily resigning from the service of the Detroit Board of Education should complete the form Separation from Service and/or an individual letter, if the employee wishes, and forward it to the office of Human Resources 150 days prior to the official termination date. The employee should also submit an application for a retirement deduction refund to the retirement office.

2. The required forms are to be forwarded to the office of Human Resources for processing and filing, updating of records, and inclusion in the agenda of the next regularly scheduled Board meeting, to be accepted and recorded in the proceedings of the Board.

Note: This policy, or any other Board of Education policy shall not be construed to supersede state law.

Attachments to Policy ___: None

See also: None

Legal References: MCLA § 38.111

Labor Contract References: None