

**SUBJECT:**                    **RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

**Supersedes:**                GCPB; GCPB-R  
**Effective:**                    March 12, 2009  
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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 teacher 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 teacher desiring to resign in accordance with this policy to provide notice by April 1<sup>st</sup> no later than sixty (60) days before September 1<sup>st</sup> in accordance with state law, otherwise the teacher may forfeit continuing tenure rights.

*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.     While the Board encourages the notification of resignation by April 1<sup>st</sup>, no administrator or teacher on continuing tenure may discontinue service to the school system except by mutual consent without giving a written notice to the Board of Education **at least** 60 days before September 1<sup>st</sup> of the ensuing school year. Discontinuance in any other manner will result in forfeiture of rights to continuing tenure previously acquired.
  
3.     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.

**Attachments to Policy \_\_\_\_:** None

**See also:** None

**Legal References:** MCLA § 38.111

**Labor Contract References:** None