

GDQB

Resignation of Support Staff

Support staff employees are encouraged to give two weeks written notice to the district prior to resigning employment. Failure to comply with this requirement may result in forfeiture of any termination benefits. Exceptions may be granted for extenuating circumstances upon application to and approval by the Superintendent or his designee.

The Board of Education authorizes the Superintendent of Schools to accept resignations of support staff, upon receipt. The Superintendent shall document the date of receipt of the resignation and inform the employee of the district's acceptance in writing. The resignation is approved at the time of the Superintendent's acceptance. An appeal of the Superintendent's acceptance may be made to the Board of Education, in writing, at the next regularly scheduled board meeting.

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 evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

LEGAL REFS: C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-32-109.7

ADOPTED: September 8, 1993

REVISED: May 14, 2009