



# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7170

PAGE: 1 OF 3

CATEGORY: **Personnel, Termination**

EFFECTIVE: **1-29-62**

SUBJECT: **Resignation of Employees**

REVISED: **3-11-04**

---

## **A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing resignations of employees.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: I-2600; Education Code Sections 44930, 44931, 45201
2. **Governing boards of school districts** shall accept the resignation of any employee and shall fix the time when resignation takes effect, which may be a date agreed upon by the employee and the district. This agreed upon date shall be no later than two years beyond the close of the school year during which the district receives the resignation. (Education Code Sections 44930, 45201)

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resources Department, Office of the Superintendent.
2. **Submission and Acceptance**
  - a. **The superintendent and the chief human resources officer** or their designee are each individually authorized by the Board of Education to officially accept the resignation of any employee.
  - b. **If an employee** fails to specify a final date for termination of employment, the Board of Education shall specify a final date for termination of employment, which shall be no later than close of the work year in which a resignation is received. In the event an employee's resignation is received after the end of the work year and prior to beginning of ensuing work year, the effective date of resignation shall be last date of paid service in preceding work year.
  - c. **An employee** may not withdraw his/her resignation after it has been accepted either by the superintendent, the chief human resources officer or by their designee.

3. **Notice**

- a. **Regular classified employees** shall give at least two weeks' notice of intention to resign, unless principal/department head consents to earlier resignation.

4. **Terminal Pay.** Human Resource Department will pay all sums due, including any unused vacation entitlement, on next regular payroll date following completion of services and obligations required by employee's contract.

(**Note:** See Procedure 7436, Section C.5. for limitations on use of vacation at time of separation.)

5. **Letters of recommendation** are not issued to employees upon termination of employment. A prospective employer may request such a statement from the Human Resources Department. (Procedure 7182)

**D. IMPLEMENTATION**

1. **Employee paid on monthly salary basis** submits signed "Resignation or Retirement Notice" stating reasons for resignation; submits to school or department office at least two weeks prior to resignation date.
2. **Employee paid on hourly rate basis** notifies school or department office of intention to resign as far in advance as possible.
3. **Principal/department head**
  - a. **Discusses reasons for resignation** with employee; may refer employee to the Human Resources Department for separation interview.
  - b. **Signs "Resignation or Retirement Notice"** forms submitted by monthly employees; sends to the Human Resources Department. If employee has given telephone notice or email of resignation or has been absent without notice, prepares and submits "Resignation or Retirement Notice" form noting reason why employee did not sign.
  - c. **Prepares and signs "Separation Notice--Hourly Employee"** form as official notice of termination of hourly employees; sends to the Human Resources Department.

SUBJECT: **Resignation of Employees**

NO: **7170**

PAGE: **3 OF 3**

EFFECTIVE: **1-29-62**

REVISED: **3-11-04**

---

4. **Chief Human Resources Officer or designee:**

- a. **Accepts** the resignation.
- b. **Processes** resignation forms.
- c. **Processes** resignation forms.
- d. **Prepares** input to personnel database to process employee's final pay warrant and obtain approval of the Board of Education, including approval for the date of termination where the employee failed to specify a termination date.

**E. FORMS AND AUXILIARY REFERENCES** (Available from the Human Resources Department)

1. Resignation or Retirement Notice
2. Separation Notice--Hourly Employees

**F. REPORTS AND RECORDS**

\*

**G. APPROVED BY**



---

Chief of Staff, Leslie Fausset  
For the Superintendent of Public Education