

## **STAFF RESIGNATIONS**

### **Background**

Board Policy 12 (section 2) delegates personnel management to the Superintendent.

In order to ensure orderly and efficient staffing practices the following procedures will be followed for all staff resignations except for the Superintendent.

### **Procedures**

1. All staff resignations or resignations from designations must be sent in writing to the Superintendent (or designate).
2. The Superintendent (or designate) will review the resignation and will respond in writing to the staff member on behalf of the board.
3. All contract and collective agreement requirements for a staff resignation will be followed.
4. All approved staff resignations will be provided to the board as information.