



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GCDAB – EMPLOYEE RESIGNATIONS – EMPLOYMENT TERMINATION

The Board of Trustees delegates to the Superintendent the authority to accept employee resignations.

The Superintendent will report employee resignations to the Board in a Personnel Report to be included in each Board agenda as applicable.

1. All letters of resignation will be reviewed and approved under the signature of the Superintendent.
2. Termination of an individual's employment or employment contract will be made by the Board of Trustees by Board resolution.
3. Letters accepting resignations and terminating employment will be provided on behalf of the Board of Trustees under the signature of the Secretary-Treasurer.

Procedure

1. Professional Staff initiating a transfer request must submit it in writing to the Superintendent of Schools by April 1st for the following school year.
2. The Superintendent of Schools or designate will discuss possible placements with professional staff requesting transfer.
3. Once a decision has been made regarding a transfer, the Superintendent of Schools will notify the professional staff member in writing of the decision.

Legislation Reference: Public Schools Acts (52)

Date Adopted: March 3, 1994

Date Revised: October, 2002

Date Revised: May 3, 2007

Date Revised: March 24, 2010

Date Revised: April 21, 2010

Date Reaffirmed: March 5, 2014

Date Revised: January 17, 2018

Date Reaffirmed: October 5, 2022