

RESIGNATION OF SUPPORT EMPLOYEES

Support employees may submit a written resignation from employment with the technology center at any time. The resignation must be written, dated, signed, and specify the date upon which it is effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or delivered to the superintendent's office. An acknowledgment of receipt of hand-delivered copies shall be placed on the face of the resignation.

The superintendent is authorized to accept the written resignation of any support employee and the support employee shall be advised in writing that the resignation has been accepted. The superintendent shall advise the board of education of the support employee's resignation and whether he/she has accepted the resignation.

Payment of final compensation shall be processed and disbursed at the scheduled times.