

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION  
ST. ALBANS CITY, ST. ALBANS TOWN, FAIRFIELD,  
BELLOWS FREE ACADEMY AND NORTHWEST TECHNICAL CENTER**

**CODE D9**

**RESIGNATIONS**

**Policy**

It is the policy of the Franklin Central Supervisory Union to consider employee resignations in a manner that is timely and fair to both the employee and the School District.

**Implementation**

A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. The resignation of a licensed employee will take effect on a date approved by the **governing body** after receiving the recommendation of the Superintendent.

**An exit interview shall be completed by the building level administrator, Superintendent or designee.**

**If requested an exit interview may be held with the *governing body* with the Superintendent or designee present.**

A resignation by an unlicensed employee shall be submitted to the Superintendent and shall be effective upon acceptance by the Superintendent.

A resignation by a licensed or unlicensed employee may not be withdrawn unilaterally by the employee once it has been submitted to the Superintendent.

	Fairfield	Town	City	FCSU	BFA
1 <sup>st</sup> Reading	11/08/04	11/10/04	11/11/04	11/18/04	11/23/04
2 <sup>nd</sup> Reading	02/28/05	02/09/05	03/10/05	02/03/05	03/22/05
3 <sup>rd</sup> Reading			04/11/05		
Date Warned:	03/07/05	02/26/05	05/02/05	03/08/05	05/21/05
Date Adopted:	03/14/05	03/09/05	05/12/05	03/17/05	06/07/05
Legal Reference(s):					
Cross Reference:					

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