

Wilson County Board of Education

Policy Description: Resignation Page 1 of 2	Policy Number: 5.204	Amended Date: 06/04/07
	Rescinds: 200 p. 32	Issued: 08/96

1 **PROFESSIONAL PERSONNEL**

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3 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date
4 of the resignation. A teacher, who fails to give such notice, in the absence of justifiable extenuating
5 circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days notice requirement and
6 permit a teacher to resign in good standing.

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8 The conditions under which it is permissible to break a contract with the Board are as follows:

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- 10 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement
11 of a physician approved by the Board;
- 12 2. The release by the Board of the teacher from the contract which the teacher has entered into with the
13 Board.¹

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15 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of
16 return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to
17 render such notice may be considered a breach of contract.²

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19 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the
20 Commissioner and request the suspension of a teacher's certificate.

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22 After the Commissioner has provided the teacher an opportunity for defense during a hearing, the
23 Commissioner may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five
24 (365) days.³

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¹ TCA 49-5-508

² TCA 49-5-706

³ TCA 49-5-411

1 **SUPPORT PERSONNEL (CLASSIFIED STAFF)**

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3 Classified staff shall give at least fourteen (14) calendar days' notice of intent to resign; department head shall
4 give at least thirty (30) calendar days' notice. Such notice may be waived if mutually agreed upon by the
5 immediate supervisor and the staff member.

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7 The supervisor shall forward copies of all resignations to the Human Resources Department on the day that they
8 are received. The payroll office will prepare final payment for the next scheduled pay day.

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