

CHAPTER 6.00 - PERSONNEL

Resignations and Retirements

6.25

1. Definitions.
 - a. A resignation is the voluntary act of the employee terminating their employment with the District.
 - b. Retirement is the resignation of the employee concurrent with application for benefits from the Florida Retirement System. For purposes of these rules, participating in DROP (Deferred Retirement Option Program of the Florida Retirement System) shall not be considered retirement.
2. Resignation Procedure. Employees who wish to resign shall submit their resignation in writing to their supervisor, who shall forward the letter to the Human Resources Department. No resignation shall become effective until accepted by the School Board; the School Board may refuse to accept any resignation for cause. Once submitted to the employee's supervisor, the employee's offer of resignation may not be withdrawn.
 - a. A resignation may be accepted during the contractual period of service; provided that an acceptable reason is given and a qualified and satisfactory replacement is available.
 - b. The Superintendent shall pursue any remedy against an employee for breach of contract or otherwise, as the School Board deems in the best interest of the District. Further, a certificated employee who violates the employee's contract by leaving the employee's position without first being released by the School Board shall be referred by the Superintendent to Professional Practices.
3. Retirement Procedure. Any employee who plans to retire shall concurrently submit their resignation to the School Board and their application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the Florida Retirement System check is issued in the month following the last month of service with the School Board.

STATUTORY AUTHORITY: 1001.43, F.S.

LAW(S) IMPLEMENTED: 1001.42(5), 1012.23, 1012.34,
1012.33, F.S.

CHAPTER 6.00 - PERSONNEL

HISTORY:

Formerly Rule 6.214

Adopted: 08/18/98

Revision Date(s): 08/08/06, 10/08/13

Revised/Renumbered: 10/08/13