

## RESIGNATION/RETIREMENT OF PROFESSIONAL STAFF MEMBERS

### Resignation

A certified professional staff member who wishes to resign must submit their intent to the superintendent in writing at the time of contract renewal. Should a professional staff member resign at a time other than during contract renewal, board action will be required to dissolve the contractual agreement. The staff member may be required to pay liquidation damages to be released.

A teacher resigning on or after May 15 will pay a liquidation damage fee of \$500. A teacher resigning on or after June 1 will pay a liquidation damage fee of \$1,000. A teacher resigning on or after July 1 will pay a liquidation damage fee of \$1,500. A teacher resigning on or after August 1 will pay a liquidation damage fee of \$2,500. A teacher resigning on or after the first day of school will pay a liquidation damage fee of \$3,000. All newly hired teachers will pay a liquidation damage fee of \$1000 upon hire until July 1 then will be subject to the other dates in this policy.

The school board may choose to approve the waiver of fees no later than the September board meeting, if the teacher requests this approval to the board in writing. The written response should be delivered to the superintendent of schools no later than the first Monday of September.

### Retirement

The school board through the business administrator, shall honor all retired employees who have given extensive and valuable service to the schools with an appropriate resolution setting forth its appreciation of the services rendered.

### Benefits

Upon resignation or retirement the employee will be entitled to insurance benefits for an additional 30 days coverage after the end of the month in which they terminate.

Adopted 10-24-77

Revised 8-11-86, 2-13-89, 4/2007, 12-8-2008, 7-8-13, 8-10-15

LEGAL REFS.: SDCL 3-12-46 et. seq.  
13-8-39.1  
13-10-4; 13-10-6 through 13-10-8  
Age Discrimination in Employment Law, P.L. 95-256

WEST CENTRAL SCHOOL DISTRICT