

GAO-R Employee Resignations

12/7/23

RATIONALE/OBJECTIVE:

Cobb County School District (District) certificated professional personnel, who wish to terminate employment while under contract, will submit written notification to their immediate supervisor and to the Human Resources Division.

RULE:

A. RESIGNATION:

1. When an employee wishes to resign from his/her contract, a statement of resignation should be forwarded to Human Resources Division, and include the following information:
 - a. Name;
 - b. Present address;
 - c. School or department assigned;
 - d. Position held;
 - e. Last day worked;
 - f. Reason for resignation;
 - g. Forwarding address;
 - h. Comments;
 - i. Date; and
 - j. Signature.
2. Employees who submit a request to resign from a continuing contract for an ensuing year prior to June 1 of the current school year will be allowed to resign.
3. Employees who submit a request to resign after June 1 will be considered on a case-by-case basis.

B. RELEASE OF EMPLOYEE:

1. The approval of a letter of resignation by either the Superintendent, Human Resources and/or their designee constitutes acceptance of such resignation by the Board and releases the employee and the District from any and all further contractual and/or employment duties and obligations beyond the effective date of resignation.
2. The decision to release an employee from a contract with the District shall be made by the administration on a case by case basis.
3. The District reserves the right to extend the effective date of resignation until a highly qualified replacement can be employed.

C. EXCEPTIONS:

The Board may deviate from the above guidelines in extreme emergencies.

Reclassified an Administrative Rule: 9/1/04

Revised: 1/9/08

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCQC)

Revised: 2/28/13; 6/15/23; 12/7/23