

GAO Employee Resignations

2/28/13

The Cobb County Board of Education (Board) empowers the Superintendent, Human Resources and/or their designee, as agents of the Board, to accept on its behalf letters of resignation from any Cobb County School District (District) employee. Receipt and 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. Any written resignation that is hand-delivered, mailed, or otherwise transmitted to the Superintendent, Human Resources and/or their designee shall serve as proper notice. Any resignation so approved shall be listed as an "information only" item on the personnel report of a Board meeting agenda. Resignations received in accordance with this policy are irrevocable once they are approved.

The signature of the Superintendent, or his/her designee, on a notice of resignation is sufficient to constitute approval of the resignation by the Superintendent.

Adopted: 6/13/12

Re-coded: 7/19/12 (Previously coded as Board Policy GCQC)

Revised: 2/28/13