

## RESIGNATION OF NON-CONTRACTED EMPLOYEES

546.1

District employees who do not hold written, individual employment contracts for a specified term and who wish to voluntarily and affirmatively resign from District employment are expected to submit a written notice of resignation to their employee's immediate supervisor that clearly identifies the intended effective date of the resignation. The District requests that employees give as much advance notice of resignation as is reasonably practicable.

If a non-contracted employee submits a notice of resignation that is contingent on any specified terms or conditions (other than the effective date selected by the employee) that are not dictated by applicable law or by existing policy and that the District has the discretion to accept or reject, the Director of Finance and Operations shall make the decision to accept or reject the conditions of the resignation. If a notice of resignation that specifies such contingencies is not expressly accepted, it is considered rejected. In all other situations, the employee's immediate supervisor may accept the resignations of non-contracted employees on behalf of the District.

Upon the District's acceptance of a resignation, the resignation is not unilaterally revocable by the employee even if the resignation has not yet taken effect. A Board vote to accept a resignation constitutes acceptance. When a resignation is accepted by administrative action, then acceptance is complete once it has been communicated to the employee.

Other than the circumstances specifically addressed above, this policy does not attempt to identify or address every possible means by which an employee may cause, request, or agree to the severance of the employment relationship.

Additional provisions (eg overused sick or vacation days, benefits payment) related to employee resignation may be found in the District's Employee Handbook.

### Legal References:

#### Wisconsin Statutes

[Subch. V of Ch. 19](#) [open meetings law]

**Adopted:** 04/25/22