

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 8 – PERSONNEL MANAGEMENT File: 8-21 Employee Resignation</p>	<p>Last Reviewed: 6-28-10 Next Review: 7-01-12</p>
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The Board shall accept any employee's resignation presented in writing prior to *February 1*, of the current year and effective at the end of the school year or fiscal year in which the contract is terminated. Employees who plan to leave the school system but have not resigned by February 1 should keep the Director of Personnel informed when they are contemplating resignation.

Resignations should be tendered to the Board early enough in the year to permit replacements to be secured. Resignations tendered between *February 1* and July 1 are subject only to Board approval.

In accordance with recommendations of the West Virginia State Board of Education, resignations submitted between July 1 and July 15 by teachers under contract for the ensuing year will be accepted; however, resignations received after July 15 shall be subject to acceptance or rejection by the Board upon the recommendation of the Superintendent.

Resignations after July 15 or during the school year may not be accepted unless recommended by the Superintendent. Decisions concerning such late resignations will be based upon securing highly qualified replacements and the disruption it would cause in the educational process for our students.

If an employee is not released and willfully fails to fulfill his/her contractual agreement, s/he will be terminated from employment and handled in the manner prescribed by law. West Virginia Code §18A-2-2 provides the following:

“Any teacher who fails to fulfill his contract with the board, unless prevented from so doing by personal illness or other just cause or unless released from such contract by the board, or who violates any lawful provision thereof, shall be disqualified to teach in any other public school in the state for a period of the next ensuing school year and the state department of education or board may hold all papers and credentials of such teacher on file for a period of one year for such violation: Provided, That marriage of a teacher shall not be considered a failure to fulfill, or violation of, the contract.”

All resignations presented to the Board must be in writing and state the reason for resigning and the last date the employee will work.

[Home](#)

Adopted: March 14, 1983
Amended/Revised: June 28, 2010