HUMAN RESOURCES

Separation

I. Retirement

Prince William County Public Schools (PWCS) participates in the Virginia Retirement System (VRS). Employees may retire in accordance with the provisions of the VRS and PWCS Regulation 555-3, “Retirement – Virginia Retirement System.”

II. Resignation

Employees may resign under the procedures set forth in Regulation 555-2, “Resignation.” The School Board authorizes the Division Superintendent (Superintendent), acting through the Associate Superintendent for Human Resources, to approve the resignation of any employee, with the exception of the Deputy Superintendent, any associate superintendent, and any employee reporting directly to the School Board. The Superintendent, in consultation with Division Counsel, shall have authority to enter into agreements accompanying the resignation, non-renewal, or dismissal of employees which do not involve the receipt of benefits or compensation beyond that which is owed under the employee’s current contract, with the exception of principals, directors, supervisors, any employee reporting directly to the School Board, associate superintendents and the Deputy Superintendent, in which case such agreements shall be approved by the School Board. The Superintendent shall also have authority to grant or deny a request for release/resignation tendered after June 15 by an employee who is under contract with the Division.

III. Dismissal

The Superintendent shall implement procedures for the dismissal of all employees in accordance with applicable state and federal laws.

The contract of a teacher, manager, supervisor, or any other employee who is required by the State Board of Education to hold a State Board of Education certificate to be employed in that position may be terminated or not renewed, pursuant to applicable provisions of the “Code of Virginia,” as provided in Regulation 555-1, “Certificated Personnel, Dismissal/Non-renewal of Contract.”

Any non-probationary manager, supervisor, or other non-probationary employee who is not required by the State Board of Education to hold a certificate to be employed in that position may be dismissed for unsatisfactory service or for other good cause, as provided in Regulation 555-4, “Classified Personnel, Dismissal and Appeal Process.”
HUMAN RESOURCES

Separation (continued)

The Associate Superintendent for Human Resources (or designee) is responsible for the implementation and monitoring of this policy.

This policy and any related regulation shall be reviewed at least every five years and revised as needed.

Legal References: Va. Code, Article 3 of Chapter 15 of Title 22.1; Regulations of the Virginia Department of Education, 8VAC20-441-10, et seq.

Adopted: March 17, 1993
Reviewed/Revised: December 19, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD