HUMAN RESOURCES

Resignation

I. Administrative and Classified Employees

All Administrative and Classified employees shall submit their intent to resign in writing to their immediate supervisor or appropriate human resources supervisor at least two (2) weeks prior to the requested date of resignation. The notification should state the reason(s) for resignation, the effective date, and the individual’s forwarding address and email address (if available). The notice requirement may be waived by the appropriate human resources supervisor in cases of extenuating circumstances and/or good cause.

II. Certificated Employees Under Contract

A. A certificated employee must submit a request to resign from employment on or before June 15 of the school year prior to the school year in which the resignation takes effect. Teachers or other certificated employees shall request release from their contract in writing, setting forth the reason for resignation, the effective date of the resignation, and their forwarding address and email address (if available).

B. A certificated employee who submits a request to resign with fewer than two weeks’ notice, during the term of the current contract, or after June 15 of the school year, must submit to the Director of Human Resources a written explanation of the reason for resignation. Failure to do so for good cause will be considered a breach of contract and will be subject to consequences for untimely resignation including suspension or revocation of the employee’s license.

C. Certificated employees seeking employment with other school divisions after June 15 are reminded that the PWCS contract is firm and binding. Certificated employees may seek employment and file applications for the next school year with other school divisions; however, Virginia Code prohibits another school division from offering a contract to any certificated employee after June 15 or until the employee has secured a written release from the contract with Prince William County Public Schools (PWCS). In addition, the employee should not accept a contract with another school division until and unless a written release from PWCS has been secured. A release may or may not be granted for good cause by the Division Superintendent (Superintendent).
D. The Prince William County School Board has authorized the Superintendent, acting through the Associate Superintendent for Human Resources, to approve or deny resignations for all employees other than the Deputy Superintendent and any associate superintendents.

III. Consequences of Untimely Notifications

Employees who do not give at least two weeks’ notice and certificated employees that resign after June 15 or breach their contract during the school year may be subject to any of the following consequences:

A. The employee may be allowed to resign with prejudice.

B. The School Division may advise that the employee resigned his or her position with prejudice, in response to reference requests.

C. The employee may not be eligible for reemployment with the School Division.

D. PWCS may take appropriate disciplinary action by dismissing the employee due to breach of contract and filing of a petition for suspension or revocation of the employee’s license with the Virginia Department of Education, in the event the School Board or the Superintendent declines to grant a request to resign and the certificated employee fails to honor his or her contractual obligations.

The Associate Superintendent for Human Resources (or designee) shall be responsible for implementing and monitoring this regulation.

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