

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:

4.3 CLASSIFIED PERSONNEL

SECTION 4.320 EMPLOYEE SEPARATION

An employee who desires to resign in good standing shall submit a resignation in writing (Form P-116) at least two (2) weeks in advance of the intended resignation date, four (4) weeks for supervisory and management personnel. The Superintendent, or designee, is authorized to accept, on behalf of the Board, a resignation from any District classified employee.

The termination shall be effective on the date stipulated by the employee, or another mutually agreed upon date. Date of acceptance shall be the date on which the Superintendent, or designee, received, dated, and signed the resignation. Once accepted, the resignation is irrevocable unless mutually agreed upon by the parties.

California law provides for voluntary or disability retirement. Any employee who wishes to continue in employment past age 70 may do so only upon certification of the employee's competence in accordance with District policy and procedure.

An employee who desires to retire shall submit a request in writing.

Separations other than those covered by this policy, i.e., dismissal and layoff, shall be processed in accordance with District policy and procedure and other applicable regulations.