

RESIGNATION OF PERSONNEL

New Hanover County School system employees who intend to resign or retire are encouraged to indicate such plans in writing at the earliest possible date. The Resignation/Retirement form can be accessed on the Division of Human Resources website.

Letters of resignation should be submitted to the employee's immediate supervisor and the Superintendent or designee. Resignations may be accepted, on behalf of the New Hanover County Board of Education, by the Superintendent or designee.

Resignations become effective at the end of the school year in which they are submitted. Resignations submitted at any other time require a 30 day notice (teachers) or a 60 day notice (school administrators) unless the Superintendent or designee consents to a shorter notice period. If the notice requirements are not met by a teacher and the Superintendent does not consent to a waiver of notice, the Superintendent shall decide if a request should be made to the State Board of Education to revoke the teacher's license for the remainder of the school year.

A two (2) week notice is requested from classified employees.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

LEGAL REF: NCGS §115-325 (o)

CROSS REF: Policy 6640 Retirement of Staff Members

Adopted: 05/09/84, 04/14/87

Revised: 04/09/91, 06/07/11