

POLICY 4361  
EMPLOYEE RESIGNATION/RETIREMENT

Employee resignations/retirements shall be made in writing to the superintendent of schools and shall be in accordance with applicable individual contracts. Resignations shall contain a specified effective date and should include a reason for termination.

Resignations shall be approved by the board of education during a school board meeting.

LEGAL REF.: Wisconsin Statutes  
Section 111.33 (Age discrimination)  
Age Discrimination Act of 1975

CROSS REF.: 4223 Staff Misconduct Reporting  
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000  
September 23, 2014  
October 28, 2014  
March 28, 2017