

RESIGNATION AND TERMINATION FROM EMPLOYMENT

1. **Resignation** - During the employment period, if an employee seeks to resign, the an employee shall complete the relevant portions of the Employee Resignation/Termination form and submit the form to the Academy President or Management Company Representative for signature. The form is available in the South Tech Personnel Office and is incorporated herein. Each such resignation shall be subject to the approval or disapproval of the South Tech Charter Academy, Inc. Board (hereafter referred to as the Board).
 - a. All resignations shall be filed with the President or Management Company Representative no later than ten working days prior to the proposed effective date of the resignation. Failure to give the prescribed notice may be cause for disapproval of the resignation. The President or Management Company Representative, however, upon good cause shown, may recommend waiver of the prescribed notice dependent upon needs of the Academy.
 - b. The effective date of any resignation shall be as follows: either (a) the last duty day the employee is physically on duty unless the employee is by necessity required to resign while on sick leave or authorized extended leave approved by the Board; or (b) the date noticed through personnel memorandum if the employee failed to respond to a ten (10) day report to work letter.
 - c. All fulltime personnel are on annual appointment, and will be given the opportunity to file a notice of intent to continue employment for the next school year, or to terminate employment at the end of the contract period. Individuals on charter school leave from the Palm Beach County School District that desire to return to District employment shall file a notice of intent to terminate at the end of the contract period no later than April 1 of the current school year. Charter school leave employees of the District that desire to continue employment with the Board shall comply with the charter school leave renewal procedure of the District or resign from the District. Employees of the Board not on charter school leave from the District are not eligible for return to the District.
 - d. Prior to Board action to accept the voluntary resignation, the President or Management Company Representative shall indicate a recommendation to the Board.
 - e. **Instructional Personnel** – Should instructional personnel, as defined in Fla. Stat. § 1012.01(2), terminate employment without the expressed approval of the Board, the employee shall be subject to the disciplinary process of the Educational Practices commission. In view of the possible consequences, any employee subject to this policy should assure, before leaving a position, that the Board has accepted or will accept the resignation.
2. **Termination of Interim Employee** – Employees who are employed on an interim basis may be terminated prior to the close of the interim employment period upon three (3) days written notice prior to the actual date of termination. The Principal or Department Head shall complete the relevant portions of the Employee Resignation/Termination form, which is referenced above.
3. **Termination of temporary Employee** – Temporary employees, who have no expectation of continuous employment with South Tech Charter Academy, Inc., may be terminated at any time during employment. The Principal or Department Head shall complete the relevant portions of the Employee Resignation/Termination form, which is referenced above.
4. **Terminal Pay for Unused Sick Leave**
 - a. Personnel shall receive a terminal retirement benefit for unused sick leave. Employees under Fla. Stat. § 1012.61(2)4 or § 1012.61(2)5 who retire, and the beneficiary(ies) of such personnel whose employment is terminated by death, shall receive payment for accrued sick leave days at their daily rate, at the time of such retirement or death, multiplied by the maximum applicable percentage allowable under Fla. Stat. § 1012.61(2)4, or at the maximum amount allowable under § 1012.61(2)5, as applicable
 - b. For payout percentage purposes, years of service will be based on years of participation in the Florida Retirement system (FRS).

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5. **Unused Annual Leave**

- a. Upon employment termination, Non Administrative 12 Month Employees shall be paid for all unused annual leave as terminal leave pay up to a maximum of 480 hours (60 work days).
- b. Administrative Employees who accrue annual time will not receive payment of annual leave. Annual leave hours may accrue and roll over from year to year up to a maximum of 400 hours per year. These hours are on a “use it or lose it” basis

Authority: Fla. Stat.§§ 1001.32(2), 1001.41(1)(2), 1001.42(5)(23), 1001.43(11)

Implemented: Fla. Stat.§§ 1012.22(1)(2), 1012.23(1), 1012.61

History: New: 7/01/2004; Revised: 7/07/2005, 3/06/2008, 3/11/2010

Reference: Palm Beach School District Policy 3.20

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**South Tech Charter Academy, Inc., Inc.
Employee Resignation/Termination Form**

The purpose of this form is to document the reason for employee resignation or termination. This form can be used in addition to a resignation letter. All employees who are resigning or terminating their employment with South Tech Charter Academy, Inc. should complete the employee information, Section I, II and V. Teachers should also complete Section III. Section IV is completed by the principal or department head for employees who leave the school involuntarily as well as Section V.

NAME		EMPLOYEE ID #	
POSITION		EFFECTIVE DATE OF SEPARATION	

SECTION I - VOLUNTARY RESIGNATION

This section is completed by the employee who is voluntarily resigning from employment. This form can replace a resignation letter. Check one only.

- | | |
|---|---|
| <input type="checkbox"/> Lack of opportunity for advancement | <input type="checkbox"/> End of temporary assignment |
| <input type="checkbox"/> Resignation after a leave of absence | <input type="checkbox"/> Inadequate benefits |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Inadequate salary |
| <input type="checkbox"/> Dissatisfaction with supervisor | <input type="checkbox"/> Disliked or unsuitable for assigned duties |
| <input type="checkbox"/> Return to continuing education | <input type="checkbox"/> Family / personal reasons |
| <input type="checkbox"/> Stress on job | <input type="checkbox"/> Resignation in lieu of involuntary termination |
| <input type="checkbox"/> During probationary period | |
| <input type="checkbox"/> Other (specify) _____ | |

SECTION II - METHOD OF PAYMENT FOR SICK LEAVE ACCRUAL

Employee accrued, unused sick leave hours will be paid to employees per Board policy. Only eligible employees will receive payment. All employees must select one of the following:

- | | |
|---|--|
| <input type="checkbox"/> Receive payout of accrued sick leave hours | <input type="checkbox"/> Return payout to the district to be kept for future use or payout |
|---|--|

SECTION III - TEACHERS ONLY

This section is completed by teachers regarding future employment plans. Choose one only.

- | | |
|--|--|
| Accepted another teaching position - | Accepted a position other than teaching or in the field of education - |
| <input type="checkbox"/> at a nonpublic school within the district | <input type="checkbox"/> at a nonpublic school within the district |
| <input type="checkbox"/> within another district in Florida | <input type="checkbox"/> within another district in Florida |
| <input type="checkbox"/> outside the State of Florida | <input type="checkbox"/> outside the State of Florida |
| Accepted another position in the field of education - | Other - |
| <input type="checkbox"/> at a nonpublic school within the district | <input type="checkbox"/> have not accepted employment elsewhere |
| <input type="checkbox"/> within another district in Florida | <input type="checkbox"/> decline to disclose future plans |
| <input type="checkbox"/> outside the State of Florida | |

SECTION IV - INVOLUNTARY TERMINATION

This section is completed by the principal or department head for employees who are involuntarily terminated from their position. The principal/ department head chooses one reason only.

- | | |
|--|---|
| <input type="checkbox"/> Probationary position ended | <input type="checkbox"/> Reduction in force |
| <input type="checkbox"/> Interim position ended | <input type="checkbox"/> Temporary position ended |
| <input type="checkbox"/> Non-reappointment | <input type="checkbox"/> Failed to pass hiring requirements |

SECTION V - REQUIRED SIGNATURES

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Employee

Date

Principal/Department Head

Date