

Administrative Regulation

Certificated Employees, Contract Forms for

A. Non-Tenure Personnel

All new probationary and provisional employees shall be sent an offer of employment. This offer may be withdrawn by the Office of Personnel Services if it is not accepted within the time limit specified in the offer. Employees accepting an offer of employment which has not been withdrawn are considered as being under contract for the period indicated, subject to the final approval of the Board of Education.

B. Resignations

1. The superintendent or his designee is authorized by the governing board to officially accept any written resignation of any employee.

When an employee desires to resign or retire from a position, a written resignation shall be submitted to the Office of Personnel Services. Upon receipt of the written resignation, the resignation submitted shall be final and binding on the employee. The effective date of receipt of any written resignation shall be the date and time the written resignation is received by the Office of Personnel Services. The last official day of employment for the employee shall be the date of final employment stated in the written resignation.

A notice regarding any resignation that indicates an unprofessional act on the part of the employee will be filed in the personnel folder of the employee.

2. Cancellation of Election

An election to a position will be canceled if, after the election of an employee but before the employee reports for work, information is received which would have prevented such election if the information had been known earlier. This includes non-availability for service due to military duty if there is evidence that notice of such duty was received prior to signing the contract of employment.

Ref: EC Sections 44830, 44842-44843, 44930

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