

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 316  
CERTIFIED STAFF**

**VOLUNTARY SEPARATION OF SERVICE**

A letter of resignation or retirement should be dated and signed by the employee and submitted to the Human Resources Department at least thirty (30) days prior to the proposed date of separation. Once accepted, a resignation or retirement will be effective on the date specified in writing by the Associate Superintendent of Human Resources or his or her designee.

An employee may not withdraw or rescind his or her resignation once it has been received by the Associate Superintendent of Human Resources. A resignation may be rescinded only by the Board of Trustees, acting upon the recommendation of the Superintendent.

It is the prerogative of the District to refuse a certified employee's resignation submitted after the first day of August and hold the certified employee to his or her contractual obligation until a suitable replacement can be found.

As used herein, "employee" includes all full time and part time employees, including members of the certified staff, classified staff, administrators, nurses and persons in supplemental positions, including coaches.

Adopted: April 15, 1981  
Revised: July 1, 1986  
December 13, 1994  
April 9, 2013