

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: PROFESSIONAL EMPLOYEES

Title: SEPARATION

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

418. SEPARATION

- .1 Professional employees may be separated from district employment for any of the following reasons:
 - .11 Professional employees planning to resign shall notify the Superintendent's office in writing at least sixty (60) days prior to the date of resignation. Failure to provide notice as indicated above may result in the district's requiring the professional employee to fulfill his/her contractual obligations.
 - .12 Professional employees who will be suspended or furloughed will be given at least sixty (60) days written notice, and will be given an opportunity to apply for other positions in the district for which they are certified.
 - .13 Professional employees who plan to retire should notify the Superintendent's office in writing by March 1 of the year they plan to retire.
 - .14 In the event a temporary professional employee is not to be continued in employment, the Board will advise the employee of the reasons at least sixty (60) days prior to the end of the school year.
- .2 Exit interviews will be the responsibility of the immediate supervisor with assistance from the Superintendent's office.
 - .21 The immediate supervisor will gather information from the exiting employee concerning the position and work performed toward effectively training replacement staff. In addition, the immediate supervisor will be responsible for obtaining files and other materials pertaining to the

position. All records and files accumulated in the course of employment are the property of the district.

- .22 The Superintendent's office will obtain information on his/her new address or place of employment or retirement status, and will assist with the exit process.