

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
--

Section: ADMINISTRATIVE EMPLOYEES

Title: SEPARATION

Date Adopted: August 17, 1981

Date Last Revised: December 16, 2002

318. SEPARATION

- .1 Administrative employees may be separated from district employment for a variety of reasons:
 - .11 Administrative employees planning to resign shall notify the Superintendent 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 administrative employee to fulfill his or her contractual obligations.
 - .12 Administrative employees who will be suspended or furloughed will receive written notification by May 1 and will be given an opportunity to apply for other positions in the district for which they are certified.
 - .13 Administrative employees who plan to retire should notify the Superintendent in writing by March 1 of the year they plan to retire.
- .2 Exit interviews will be the responsibility of the Superintendent.
 - .21 The Superintendent will gather information from the exiting administrative employee concerning the position and work performed toward effectively training a replacement. The Superintendent 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 new address or place of employment, retirement status, and will assist with the exit process.