

SERVICE: Certificated
ISSUED BY: Pers. Research (9-10-13)
REPLACES: PG: E 14 (8-4-09)
REFERENCE: Education Code Sections 44930, 44030, and 44030.5; Board Rules 1971 and 1912
CHANGES: Under new State law, fines and legal proceedings may be imposed related to untimely submission of resignations under Education Code Sections 44030 and 44030.5. To ensure compliance, administrators are required to submit resignations immediately (within 48 hours) for action.

1. Resignation: A resignation is a voluntary action taken by an employee who wishes to terminate employment with the District.

a. Resignation Procedure:

- (1) A resignation should be submitted by the employee on the Certificated Resignation Form ([Form 8152](#)) to the immediate administrator. The administrator is responsible to ensure the resignation form is **immediately forwarded (within 48 hours) by fax and mail** to the appropriate personnel office listed below. State law now imposes potential fines and legal proceedings for administrators related to untimely submission of resignations. The form can be downloaded online at: http://www.teachinla.com/hr_forms.html.
 - Teachers and Support Personnel or Substitute Teachers: fax to: (213) 241-8410 and mail to: Human Resources, Certificated Assignments and Support Services, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017
 - Administrators/Management Employees: fax to: (213) 241-8403 and mail to: Human Resources, Certificated Administrative Assignments, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017
 - Adult Education (non-management) Personnel: fax to: (213) 241-8988 and mail to: Human Resources, Adult and Career Personnel, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017
 - Early Childhood Education Personnel: fax to: (213) 241-2479 and mail to: Human Resources, Early Childhood Education Unit, 333 S. Beaudry Ave., 15th Floor, Los Angeles CA 90017
- (2) If an employee orally notifies the immediate administrator of a resignation, the administrator must make a positive effort to obtain a written statement from the employee.

If only an oral resignation can be obtained, the immediate administrator must complete as much information as possible on [Form 8152](#), indicate "Oral Resignation" on the employee signature line and **immediately fax and mail** the resignation form to the appropriate personnel office listed above.

b. Resignation Effective Date:

- (1) The resignation shall be effective upon acceptance by the Chief Human Resources Officer or his/her designee, unless otherwise designated within the resignation by the affected employee, but under no circumstances shall the resignation be effective later than the end of the school year in which it is submitted.
- (2) The effective date of resignation may, in accordance with Education Code provisions, be moved to any date between the requested date and the end of the school year in order to provide time to obtain a suitable contract replacement.

c. Cancellation of Resignation:

- (1) Resignations may only be cancelled before the effective date if approved by the Chief Human Resources Officer.
 - (a) Appropriate corrections to District records will be processed as needed.
 - (b) Cancellations approved by the Board for certificated management personnel require non-routine Board action pursuant to Board Rule 1912.
- (2) An employee may return to service only through the reemployment process after the resignation effective date has passed.

2. Resignation to Avoid Dismissal: An employee against whom a dismissal action has been initiated may submit a resignation. An administrator must immediately (no later than 48 hours) forward the resignation form and include notes indicating the action taken to avoid dismissal to the appropriate personnel office listed in Section 1.a.(1).

When authorized resignations are processed in time to avoid dismissals, the personnel action will reflect a resignation to avoid disciplinary action. The material collected for the dismissal shall remain in the employee's service record.

3. Resignation Prior to Retirement: An employee intending to retire must submit a District resignation form to the appropriate personnel office listed in Section 1.a.(1). The effective date of the resignation must immediately precede the first date of retirement in order for eligible employees to continue District-paid health and welfare benefits. An employee resigns effective the close of the last working day, and retires the following day.
4. Resignation Following Expiration of Leave: Two calendar months before the expiration of a leave for one semester or more, and upon reasonable notice from the District, the employee must notify the appropriate Certificated Human Resources Office of an intention to return or request an extension of leave, if eligible. Failure by the employee to give such notice or to report to duty as directed after having been given such notice shall be considered abandonment of position and resignation from service. An exception to this rule shall be made if it was impossible for the employee to give the required notice.