

PERSONNEL

Separation

Two weeks written notice of intention to end service to the district should be given by any classified employee to their immediate supervisor.

Employment is at will and may be terminated by the Board or their designee at any time. Two weeks notice shall be given whenever possible.

An exit interview will be conducted by the immediate supervisor under an established form and maintained as part of the permanent record of the employee.

Date of Adoption: _____
Last Revision: _____
Last Review: November 11, 2002

Legal Reference:
