

## Professional Staff Resignation and Termination of Employment

GCP

Contracts with certified employees (hereinafter employee) are mutually binding agreements between the Board and the employee. Circumstances may arise where an employee desires to be released from a contract. Requests to be released from such contracts are discouraged, except for good and sufficient cause.

- A. Each request by an employee to be released from a contract will be considered on its merits by the Board.
- B. Any request by the employee for release from the contract, which is approved by the Board, shall be subject to the following:
  1. Requests for release from a contract for the ensuing school year when presented in writing prior to May 15<sup>th</sup> of the current school year will be accepted without the assessment of any liquidated damages.
  2. Requests for release from a contract for the ensuing school year presented after May 15<sup>th</sup> of the current school year shall be subject to the following schedule of liquidated damages to be assessed against the employee to be paid to the district.
    - a. **After June 15<sup>th</sup> but before July 31<sup>st</sup>:**           **\$ 600**
    - b. **After August 1<sup>st</sup>:**   **\$1,200**
  3. Only the Board shall have the authority to waive any or all of the liquidated damages. Any request for a waiver of the liquidated damages assessment must be addressed in writing to the Board.

These stated sums, as liquidated damages, are not penalties and are intended as reasonable compensation to the Crook County School District for damages to cover the cost of securing a replacement employee and/or restructuring student learning situations and any other action necessary to compensate for the resignation. The actual cost of securing a replacement, restructuring student learning situations or any other actions would be difficult, if not impossible to ascertain.

In the event of a breach of contract where the district has not consented to the release of an employee from his/her contract and the employee fails to fulfill his/her contract, the district may pursue any available legal remedy or may withhold the liquidated damages as set forth herein.

The resignation request of any employee will result in an informational letter being placed in the Crook County School District personnel file of the employee. If an employee is not released from his/her contract and fails to fulfill the terms of his/her contract, the Board may file a formal complaint with the Wyoming State Department of Education and the Professional Teaching Standards Board seeking the revocation or suspension of the employee's certificate.

Procedures for the termination of certificated employees are established by state law. All actions of the school district and the Board, as well as rights and privileges, are clearly defined in the statutes and will be followed by the district in termination proceedings.

Legal Reference:       W.S. 21-7-101 through 21-7-114  
Adopted:                March 19, 1987  
Revised:                June 21, 2001