

Policy

SEPARATION, RESIGNATION

Dismissal

The Alloway Township School District will enter into a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with board policy 4112.1.

The board may dismiss a nontenured teaching staff member when dismissal is in the best interest of the school district. Termination notice will be duly given in writing and will state the reason(s) therefore. However, the board reserves the right to terminate a nontenured employee without notice when sufficient cause warrants.

The board will determine whether to permit an employee to continue to perform services during the period between the giving of notice and the date of termination.

Resignation

Any employee resigning from a position in the Alloway Township School District shall inform the chief school administrator in writing within the notification time frames established in the individual employment contract or the negotiated agreement as applicable.

A certified employee shall submit his/her resignation in writing to the chief school administrator at least 60 days prior to the effective date of resignation. This date shall be approved unless the board desires to accept the resignation sooner.

The resignation becomes effective upon its formal approval by the board and may be withdrawn by the employee at any time prior to board action.

If the employee fails to give the required notice, said lack of notice shall be deemed unprofessional conduct. The employee shall be paid only through the last day of service.

Any employee of the school district who terminates his employment of his own volition, with exception of retirees or if released by the board, will forfeit board granted benefits accrued during his employment.

If an employee returns to the employ of the board after having had prior service, said employee will begin with the same benefits as any other new employee, except as covered by New Jersey State law, and/or the contracted agreement between the employee and the board of education.

The board may notify the Commissioner of Education when a certified staff member fails to give the required notice and the Commissioner may suspend his/her certificate for not more than one year. It is the responsibility of the school district to notify the Commissioner of Education of the failure to give the required notice.

Retirement

Recognition of retired employees will take place at the end of the school year. At the discretion of the chief school administrator, employees retiring from the district may be requested to participate in an "exit interview," the purpose of which is to ascertain pertinent information from the employee that will be useful in recruitment and retention of employees.

SEPARATION, RESIGNATION (continued)

Separation

In the event that a teacher resigns his/her position prior to the end of the school year for any reason, sick leave for that year will be prorated monthly, based on the yearly total as recorded in the master teacher association/board contract.

Personal business days will also be prorated based on the proportion of the school year which the teacher completes.

The board will continue to carry the teacher on the board designated insurance company rolls for the period designated by New Jersey State law.

Employees are required to return any, and all, district property held to the employee's supervisor immediately upon termination.

Adopted: April 28, 1998, October 28, 2003
 Revised: February 27, 2024, December 2019
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 Readopted:

Key Words

Separation, Dismissal, Suspension, Resignation, Resign, Retirement, Retire

Legal Reference: N.J.S.A. 18A:6-10 et seq. Dismissal and Reduction in compensation (tenured staff)
N.J.S.A. 18A:16-2 Physical examinations; drug testing; requirement
N.J.S.A. 18A:16-4 Sick leave; dismissal
N.J.S.A. 18A:17-2 Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
N.J.S.A. 18A:17-3 Tenure of janitor employees
N.J.S.A. 18A:27-1 et seq. Employment and Contracts
N.J.S.A. 18A:27-3.1 Non-tenured teaching staff; observation and evaluation; conference; purpose
N.J.S.A. 18A:27-3.2 Teaching staff member; notice of termination; statement of reasons; request; written answer
See particularly:
N.J.S.A. 18A:27-4.1
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:66-43 Retirement for service age limits

Possible

Cross References: *4115 Supervision
 *4116 Evaluation
 *4117.4/4217.4 Reduction in force/abolishing a position
 *4117.41 Nonrenewal

*Indicates policy is included in the Critical Policy Reference Manual.