



Administrative Guidelines

Department: Human Resources

Policy: GBRI

Topic: Employment and Separation Procedures

Revised: July 2019

PROCEDURE

According to state statute, boards of education are legally the only bodies which can hire and terminate school employees. In order to maintain consistent employment practices, the following procedures are in place.

All offers of employment for regular positions are contingent upon official school board action. The Superintendent presents personnel recommendations including classified and certified appointments, resignations, and separations to the Board of Education for approval. This personnel action report is prepared by the Human Resources Director.

➤ Employment Offers

Principals and departmental hiring administrators who wish to hire an individual must submit such requests to Human Resources via Unified Talent using a Request to Hire form along with submitted reference(s).

Requests are reviewed and employment offers are extended by the Human Resources Director or designee, if approved. However, ultimately offers are contingent upon local school board approval.

➤ Resignations

Only the Superintendent may accept resignations on behalf of the local school board. No other individual may accept or imply acceptance of a resignation unless specifically authorized to do so by the local school board, or Superintendent.

Any employee who wishes to resign his/her position should provide written notice to the principal, department head or immediate supervisor. In order to avoid

adverse action, employees must give a minimum of two weeks (ten scheduled work days) notice.

➤ Breaking Contract of Employment - Assessment of Liquidated Damages

Except in situations which the employer, in the reasonable exercise of its discretion, deems to be an emergency or a documented, extreme hardship, the Contract of Employment shall not be terminated by the employee after ~~May 4~~ (June 15) of the year immediately preceding the contracted school year without the written consent of the employer. In the event that the employee does resign or quit, whether by formal notice or by willful failure or refusal to continue employment without such written consent, the employer may recommend to the Georgia Professional Standards Commission that the certification of the employee be suspended. Due to the uncertainty and impossibility of accurately establishing the actual damages that the Employer will suffer as a result of the Employee's wrongful separation of this agreement, Employee shall pay to the Employer the sum of \$1,000, not as a penalty but as liquidated damages. Employee further agrees that \$1,000 is a reasonable estimate of the actual damages the Employer will suffer in the event of Employee's wrongful separation of this agreement and that this amount may be deducted from Employee's final paycheck or any other funds owed to Employee that are in Employer's possession or control. It is further agreed that Employer shall have the right to accept or reject said resignation and if rejected, proceed with dismissal proceedings.

➤ Voluntary and In-Voluntary Transfers/Reassignments

The assignment of personnel is based on the educational needs of the total school system. Employees may request a transfer within the school system according to local school board policy or procedures outlined by the Superintendent or designee. Employees interested in a transfer must submit a Transfer Request through Unified Talent and notify their Principal/Supervisor. Employees who are being reassigned will be processed by Human Resources.

All Human Resources forms for submitting recommendations, reassignments and references are located in Unified Talent.