

MARATHON CITY SCHOOL DISTRICT

221.1

ADMINISTRATIVE RESIGNATIONS

District Administrator

A written notice of resignation shall be filed with the clerk of the Board of Education at least 120 calendar days prior to the effective date of the resignation. The Board may waive the 120-day requirement.

If the resignation is to be effective within 60 calendar days, a \$600 penalty shall be assessed. If the effective date is 61-119, calendar days from the date of the announced resignation, the penalty shall be \$300.

Building Principals

All communications relating to resignation shall be dated and submitted in writing to the District Administrator.

At the Board's option, a building principal may be required to perform his/her duties for 30 calendar days after notice of his/her resignation is given.

If a building principal resigns or otherwise asks to be relieved of his/her contractual assignments, the principal shall forfeit, as liquidated damages, the sum of \$300 if the resignation occurs after April 15 but before July 1 or \$600 if the resignation occurs on or after July 1 for the coming school year. The Board retains the right to waive the liquidated damages. Monies due the district as liquidated damages shall be withheld from any accrued unpaid wages due the principal.

LEGAL REF.: Section 118.24 Wisconsin Statutes

APPROVED: October 13, 1999