

Resignation, Retirement, Dismissal and Reduction in Force

Resignation

All personnel who intend to resign should do so by submitting a written notice of intent to the Superintendent. All resignations shall be acknowledged in writing by the Superintendent. All accrued vacation time will be paid in a lump sum at the time of resignation if sufficient advance notice of the resignation was provided; otherwise, accrued vacation time will be paid at the next regularly-scheduled payroll.

Retirement

All personnel who intend to retire should do so by submitting a written notice of intent to the Superintendent. All retirements shall be acknowledged in writing by the Superintendent. Creditable service for retirement purposes shall be in accordance with state law. All accrued vacation time will be paid in a lump sum at the time of retirement if sufficient advance notice of retirement was provided; otherwise, accrued vacation time will be paid at the next regularly-scheduled payroll.

Dismissal

The Superintendent may dismiss or demote any employee. A Principal may dismiss or demote any employee assigned to his or her school, subject to the review and approval of the Superintendent. All such dismissals or demotions shall be governed by applicable state and federal law and the provisions of individual or collectively bargained agreements.

Reduction in Force

If the School Committee makes a determination that a reduction in force is necessary, or that a particular type of service should be discontinued, it will conduct such reduction in force in accordance with applicable Massachusetts law and individually or collectively bargained agreements.

Legal Reference:

MGL c. 71, §§ 41&42

MGL c. 149, §148

MGL c. 32, §4(c)

840 CMR 15.03(2)(d)

840 CMR 15.03(3)(e)&(f)