

CONTRACT EMPLOYEES RESIGNING AFTER JULY 14, 2023

IMPORTANT: PLEASE READ CAREFULLY

When a contract employee resigns before completing the contract year, the district may recommend sanctions through the State Board of Educator Certification (SBEC). **Sanctions, up to and including the suspension of the educator’s Texas certificate for one year, may be imposed by SBEC.**

A contract employee may request a release from their employment contract for “good cause” (see chart below for acceptable “good cause” reasons and documentation requirements).

An employee may submit supporting documentation, within three (3) calendar days from submitting your resignation form, to the Talent Management department. If the employee delays or elects not to provide supporting documentation, the district **will** proceed with sanction recommendation.

Good Cause Reasons (including but not limited to):	Acceptable Sources of Documentation
Medical or Health <ul style="list-style-type: none"> Involving self or care of family member Examples: child, parent, grandparent, spouse 	Medical documentation from a treating physician attesting to the medical or health issue(s) for self or the individual listed. Documentation should provide sufficient details for the district to make an informed decision. Examples: diagnosis, impairment, physical or mental condition, or any regimen of continuing treatment.
Promotion (self) <ul style="list-style-type: none"> Promotion is defined as any position above the teacher level or any position above and beyond teaching duties. 	Official job offer letter designating the new position/title/job description. Some examples of promotions include but not limited to: Principal, Assistant Principal/Dean, Director, Manager, Supervisor, Coordinator, Team Lead.
Relocation <ul style="list-style-type: none"> Due to medical/health condition of self or family member Due to promotion/job offer for self or spouse 	Family Member’s Job Offer Letter: official job offer letter noting the business/organization’s name, location, telephone number, and address. Medical documentation from a treating physician attesting to the medical or health issue(s) for self or the individual listed. Documentation should provide sufficient details for the district to make an informed decision. Examples: diagnosis, impairment, physical or mental condition, or any regimen of continuing treatment.

REHIRE ELIGIBILITY: If you resign after July 14, 2023, or anytime during the 2023-24 school year, **eligibility for re-employment may be restricted if sanctions are requested or imposed.**

The contract employee will receive official notification of the district’s decision via email.

If you have questions, please feel free to contact your campus Talent Manager.