

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 316
CERTIFIED STAFF**

RESIGNATION AND RETIREMENT

An employee who wishes to resign or retire from employment with the District shall submit a letter of resignation or retirement. The Associate Superintendent of Human Services shall have the authority to accept the resignation or retirement on behalf of the Board of Trustees.

Adopted: May 9, 1978
Revised: March 28, 1995
May 14, 2013