

*NOTE: The Board should be careful when adopting policies related to classified staff in order to preserve the "at will" status of these employees. The following policy (not required by law, but highly recommended) is written with "at will" status in mind. Please consult with your attorney before adopting or making any revisions to this policy. You should also review all policies in the GD section, as well as employee handbooks and other statements and documents, to ensure a consistent approach in this area. Contrary assertions in handbooks, contracts, and other writings or made verbally can create serious problems for a school district defending itself against a due process claim.*

## **Resignation of Support Staff**

Support staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee's resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted per CASB Date: 7-28-2015

LEGAL REFS.: C.R.S. 19-3-301 *et seq.* (Child Protection Act of 1987)  
C.R.S. 22-32-109.7

*NOTE: State law prohibits school districts from entering into a settlement agreement that would restrict the district's ability to share any relevant information related to a conviction for child abuse or a sexual offense against a child and that pertains to the incident upon which the employee's dismissal or resignation is based. C.R.S. 22-32-109.7(3).*