

FOOD AND NUTRITION PROCEDURES

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| Number | G-4 |
| Reviewed | July 2009 |
| Effective | October 1995 |
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Miami-Dade County Public Schools

Subject: TERMINATIONS DUE TO RESIGNATION, ABANDONMENT OR CAUSE

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

RESIGNATION

A two (2) week notice in writing is requested of any full or part-time employee who wishes to resign, except in case of emergency. The attached sample or similar letter of intent is to be completed by the employee and a copy forwarded to #9311 Operations and Records with the employee's name, location and employee number written in the upper right-hand corner.

ABANDONMENT

Abandonment of position occurs after unauthorized absences of three consecutive work days. After having made reasonable efforts to contact the absent employee, the food service manager should submit a recommendation to the principal to initiate the procedures to terminate the absent employee via current Division of Professional Standards guidelines.

CAUSE

Recommendation for the suspension or dismissal of an employee whatever the contract status may occur at any time subsequent to a breach of contract, the showing of cause or the exhibition of behavior that renders the employee ineligible for continued employment. Careful documentation must be made according to current Division of Professional Standards guidelines.

Date

LETTER OF RESIGNATION

Miami-Dade County School Board
1444 Biscayne Boulevard
Miami, Florida 33132

To whom it may concern:

Please accept my resignation from the Miami-Dade County Public Schools for the following reason(s):

I am requesting that this resignation become effective _____, which will be my last day of employment.

Respectfully,

Signature Employee #

Current Position Work Location

Home Address

Check One:

- _____ I recommend that this resignation be accepted.
- _____ I recommend that this resignation not be accepted.

Signature of Principal/Department Head