

**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut**

**Personnel – Non-Certified**

**4217.4**

**Employment Termination**

Unless otherwise specified in negotiated contracts, employment may be terminated at will at any time.

Resignations or retirements should be placed in writing and sent to the Human Resources Department. However, the Board of Education reserves the right to accept resignations or retirements given to supervisors verbally. The Superintendent of Schools or his or her designee is also authorized to accept oral and written resignations or retirements immediately. The Human Resources Department shall properly document resignations or retirements with a letter to the employee. Certified mail shall be utilized if deemed necessary.

**Policy Adopted:      April 23, 2019**