

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **TERMINATIONS DUE TO RESIGNATION, ABANDONMENT OR CAUSE**

PURPOSE

The purpose of this procedure is to address termination due to resignation, abandonment or cause.

PROCEDURE

Resignation

A two (2) week notice in writing is requested of any full or part-time employee who selects to resign, except in case of emergency.

1. The attached [Letter of Resignation form](#) or a similar letter of intent is to be completed by the employee.
2. Full-time and regular part-time employees must give the letter to the principal and send a copy to the food service supervisor for that site.
3. The principal is to forward the signed letter to Human Resources and a copy to the Department of Food and Nutrition, Director of Professional Development, Training and Personnel via email for further processing.

Substitute part-time employees must send the letter to the Director, Professional Development, Training and Personnel at the Department of Food and Nutrition, along with a copy to the food service supervisor of that site.

Abandonment

Abandonment of position occurs after unauthorized absences of three consecutive workdays. After having made reasonable efforts to contact the absent employee, the food service manager/satellite assistant should submit a recommendation to the principal to initiate the steps to terminate the absent employee via current Office 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 Office of Professional Standards guidelines.

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For Action By: Principals, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

Revised: October 1995(3rd), July 2016, July 2017, November 2022, July 2023

Reviewed: June 2024