

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: August 25, 2016

SUBJECT: Resignation- Justin Jaeger

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Justin Jaeger, has expressed his desire to resign effective August 24, 2016. (see attached letter and email correspondence).

RECOMMENDATION:

Motion to accept the resignation request of Justin Jaeger effective August 24, 2016.

Justin Jaeger

August 12, 2016

Natalie Fatica
Erie County Technical School
8500 Oliver Road
Erie PA 16509

Re: Electrical Engineering Instructor Position

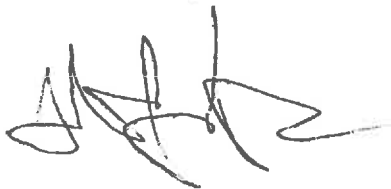
Dear Natalie,

Please accept this letter as my formal resignation from my position as Electrical Engineering Instructor with the Erie County Technical School. My final day of employment will be August 31, 2016. After much contemplation, I have made the decision to go back to my prior employer working in my area of expertise.

Thank you so much for this opportunity to explore a different career path. I have enjoyed learning from my students as much as I have teaching them. I will miss many aspects of this position.

If there is anything I can do to help make this transition easier please don't hesitate to get in touch with me via email or phone.

Sincerely,

A handwritten signature in black ink, appearing to be 'Justin Jaeger', written over a light blue horizontal line.

Justin Jaeger
jjjinc@gmail.com
814-722-3014

Natalie Fatica

Subject: FW: Letter

Natalie Fatica
Coordinator of Human and Quality Resources
Erie County Technical School
814-464-8663

From: jjjinc [mailto:jjjinc@gmail.com]
Sent: Monday, August 15, 2016 12:13 PM
To: Natalie Fatica
Subject: Re: Letter

I am resigning effective August 24th.

Sent from my Verizon 4G LTE Smartphone
On Aug 15, 2016 12:08 PM, Natalie Fatica <nfatica@ects.org> wrote:

Justin,

I received your letter, but the way it is written implies that you will be back on the 25th of August and work until the 31st since that would be the last day of your employment. I assume that is not what you meant. I will need you to either respond to this stating that you are resigning effective August 24, 2016 or rewrite the letter. Your benefits will be covered through August 31, 2016.

Let me know if you have questions.

Thanks,

Natalie