

Personnel

Series 400

Policy Title: Resignation

Code No. 407.1

Resignations shall be in writing signed by the resigning party and directed to the Superintendent of Schools and referred to the Board of Directors with recommendations, as provided by status.

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract; therefore, he or she may, upon request, and at the discretion of the Board, be released from his or her contract, providing suitable replacement can be found.

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

In the event a personnel member terminates employment without proper release, the Superintendent of Schools is directed to advise the Iowa Board of Educational Examiners for appropriate action by the Department.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: May 19, 2008  
June 3, 2013

Iowa Code §§ 91A.2, .3, .5; 279.13, .19A  
(2007).

Amended: December 11, 1989  
March 22, 1993  
June 2, 2008  
June 19, 2017

Cross Reference: 405.3 - Licensed Employee Individual Contracts  
405-4 - Licensed Employee Continuing Contracts  
407 - Licensed Employee Termination of Employment