

Personnel

Series 400

Policy Title: Resignations of Certified Personnel

Code No. 407.2

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Signed resignations shall be in writing and directed to the Human Resources Department or Superintendent and referred by the Superintendent to the Board of Directors with recommendations, as provided by statute.

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. These requests will be considered on an individual basis. Personnel may not be released from their contracts until a suitable replacement is contracted.

Any certified employee submitting a resignation after contracts are due for the upcoming school year will be required to reimburse the District \$1,000 for liquidated damages incurred in hiring replacement certificated personnel. These expenses shall be payable to the District by the resigning teacher as a condition for the Board to accept the resignation. Payment can be made by personal check to the District or via payroll deduction from the employee's final paycheck. The Superintendent/designee may waive these provisions for good cause and special circumstances. This paragraph does not apply to resignations resulting from medical disability.

In the event a personnel member terminates employment without proper release, the Superintendent is directed to advise the State Department of Education for appropriate action by the Department.

Legal Reference: Ia. Code 91A.2, .3, .5; 279.13, .19A (2007)

Cross Reference: 407.1, 405.3, 405.4