

STAFF PERSONNEL

Code No. 407.1

Policy Title: **LICENSED EMPLOYEE RESIGNATION**

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the Board of Education for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Failure to return the contract within the time set by the Board will be viewed as a resignation. The Board of Education will accept signed resignations provided that a suitable replacement has been found in the opinion of the superintendent and upon his/her recommendation. The resigning employee will be responsible for any advertisement costs involved in finding a replacement.

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.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.13, .19A (2009).

Cross Reference: 405.3 Licensed Employee Individual Contracts
405.4 Licensed Employee Continuing Contracts
407 Licensed Employee Termination of Employment

Approved: July 18, 2001
Reviewed: January 16, 2002
Reviewed: December 20, 2006