

## STAFF PERSONNEL

Code No. 413.1

Policy Title: **CLASSIFIED EMPLOYEE RESIGNATION**

Classified employees who wish to resign during the school year shall give the board notice of their intent to resign and final date of employment and cancel their contract thirty days prior to their last working day.

Notice of the intent to resign shall be in writing to the superintendent.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9) (2013).

Cross Reference: 411.3 Classified Employee Contracts  
413 Classified Employee Termination of Employment

Approved: September 23, 1998

Reviewed: July 17, 2002

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