

STAFF PERSONNEL

Series 400

POLICY TITLE LICENSED EMPLOYEE RESIGNATION

No. 407.1

A licensed employee who wishes to resign must notify the Executive Director of Human Resources in writing within the twenty-one (21) days of the annual issuance of contracts. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

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 (2013).

Cross Reference: 405.3 Licensed Employee Individual Contracts
405.4 Licensed Employee Continuing Contracts

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