

STAFF PERSONNEL

Series 400

POLICY TITLE CLASSIFIED EMPLOYEE RESIGNATION

No. 413.1

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 10 working days prior to their last working day.

Notice of the intent to resign will be in writing to the Executive Director of Human Resources.

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

Date Approved: February 21, 2017