STAFF PERSONNEL

Series 400

POLICY TITLE <u>LICENSED EMPLOYEE RESIGNATION</u>   No. 407.1

A licensed employee who wishes to resign must notify the 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.

An employee who does not fulfill the terms of an employment contract with the school district will cause the district to incur damages which are difficult or impossible to prove, including, but not limited, the time/expense associated with securing a replacement. Therefore, the employee will be required to pay the district an amount of $1500 as reimbursement for the costs that the district will suffer because of the employee's failure to perform the contract. The payment will be due to the district as a condition for early release from the contract; however, the payment will apply to all employees who leave regardless of whether the employee obtains an early release. No employee will be released from an employment contract with the district unless a suitable replacement has been found. If a licensed employee leaves without an early release, the district will file a complaint with the Iowa Board of Educational Examiners. The superintendent/designee may waive these provisions in special circumstances.

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

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

Date Approved: <u>August 14, 2006</u>
Last Date Reviewed: <u>June 22, 2020</u>
Last Date Revised: <u>June 22, 2020</u>