

Employee Resignation

Certified Employees

A. Resignation Prior to Executing an Individual Contract

A certified employee who wishes to resign from his/her continuing contract prior to executing an individual contract for the following year shall submit a written resignation to the Superintendent/designee. The resignation shall be in writing and shall state the employee's intent to resign and final date of employment. The resignation must be filed not later than the last day of the current school year or the date specified by the Board for return of the contract, whichever date occurs first.

B. Resignation after Executing an Individual Contract

The Board expects that all signed, fully executed contracts with certified employees will be performed as stated. Release from a fully executed contract following a resignation request from a certified employee is at the sole discretion of the Superintendent/designee.

Certified employees requesting release from a contract after it has been signed will be required to pay the District the cost of advertising for a suitable replacement. The costs may be deducted from the employee's salary. Payment of these costs shall be a condition for release from the contract at the discretion of the Board. Failure of the certified employee to pay these expenses will result in the employee not being released from the employee's contract.

The Superintendent is authorized to file a complaint with the Iowa Board of Educational Examiners against any certified employee who leaves their employment with the District without proper release from their contract from the Board. Should such an instance arise, the resignation of the certified employee may be accepted under protest so that replacement staff may be hired without jeopardizing the legal rights of the District.

The Board may require a certified employee who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the Superintendent/designee has made a good faith, but unsuccessful, effort to find a replacement and the certified employee is continuing to be employed by the District.

Non-Certified Employees

A non-certified employee who wishes to resign shall submit a written resignation to the Superintendent/designee at least fourteen (14) calendar days prior to the anticipated departure date. The resignation shall be in writing and shall state the employee's intent to resign and the final date of employment. The superintendent/designee will refer the resignation to the Board.

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