

RESIGNATION, LICENSED PERSONNEL

Resignations shall be in writing, signed by the resigning party, directed to the Superintendent of Schools. The Superintendent will submit the resignation to the Board of Directors with recommendations, as provided by law.

All resignations for the following school year submitted within twenty-one (21) days of the annual issuance of the contract modification form shall be accepted by the Board. The Board of Directors may require an individual who has resigned from an extra-curricular contract to accept the resigned position for the subsequent school year if, (1) a good faith effort was made to find a replacement; and (2) the individual remains on the staff. The assignment will be made on June 1st.

All other resignations must be filed at least thirty (30) days prior to the requested release from the contract. Except as otherwise provided, no teacher will be released until a suitable replacement has been found. The resigning teacher shall also be required to attach a check for \$500 to their resignation to reimburse the school district for expenses incurred in hiring or attempting to hire the replacement teacher. If the district's expenses in hiring or attempting to hire a replacement teacher are less than \$500, the difference will be refunded to the teacher who wishes to resign. The district will waive this fee if the resignation results from a medical disability.

If an employee leaves without proper release, the Superintendent of Schools is directed to file a complaint with the Iowa Board of Educational Examiners.

LEGAL REFERENCE: Code of Iowa, Sections 91A.2; 91A.3; 91A.5; 272A.6;
279.13; 279.19A

Iowa Administrative Code 670-35.43(259); 670-50

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