

Staff Personnel
400 Series

RESIGNATION OF LICENSED PERSONNEL
Code No. 407.1

Resignations shall be written or typed, signed by the resigning party and directed to the superintendent of schools and referred to him/her to the Board of Directors with recommendations, as provided by statute.

The Board recognizes that there are some emergency circumstances which force an employee to request a release from a contract before the expiration date of the contract; therefore personnel will be released from their contracts at such time that a suitable replacement is secured.

An employee who requests release from a contract before the expiration date of the contract for reasons of other types of employment or for employment in another school district shall be released under the following conditions only:

- A] Between June 1st and June 30th
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$400 to the Ed-Co School District to defray costs of securing a replacement.

- B] Between July 1st and July 15th
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$500 to the Ed-Co School District to defray costs of securing a replacement.

- C] Between July 16th and August 1st
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$600 to the Ed-Co School District to defray costs of securing a replacement.

- D] After August 1st
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$750 to the Ed-Co School District to defray costs of securing a replacement.

Certain circumstances may exist whereby the Board would have the prerogative to waive A, B, C, or D.

In the event a staff personnel member terminates employment without proper release, the superintendent of school is directed to advise the Department of Education for appropriated action by the Department.

Legal Reference: Code of Iowa Chapter 279.13

Adopted: 10/13/86
Reviewed: 05/09/16