

STAFF PERSONNEL
400 Series

Classified Employee Resignation
Code No. 413.1

Resignations shall be in writing, signed by the resigning party, and directed to the Superintendent of Schools.

The Board recognizes that circumstances may force an employee to request a release from a contract before the contract expires; therefore an employee will be released from his/her contract after providing notice of intent to resign in writing not less than two (2) weeks before the effective date of the resignation.

The two (2) week notification requirement may be waived by the superintendent if extraordinary circumstances exist. It shall be solely within the discretion of the superintendent to determine whether or not extraordinary circumstance exists.

Legal Reference: Iowa Code 91A.2, .3, .5; 279.19A; 285.5(9) (1997)

Adopted: 07/12/84
Reviewed: 07/11/16
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