

**Policy 407.02: Certified Employee Contract Release**

**Status:** ADOPTED

**Original Adopted Date:** 03/01/1989 | **Last Revised Date:** 06/26/2023 | **Last Reviewed Date:** 06/26/2023

Certified employees who wish to be released from an executed contract must give at least twenty-one days notice to the superintendent. Certified employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a certified employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract will be contingent upon finding a suitable replacement. Certified employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising or other reasonable administrative costs incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, and to the extent allowed by law, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the certified employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a certified employee who leaves without proper release from the board.

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