

Policy 407.01: Resignation of Certified Personnel

Status: ADOPTED

Original Adopted Date: 03/01/1989 | **Last Revised Date:** 07/22/2024 | **Last Reviewed Date:** 07/22/2024

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract. These requests will be considered on an individual bases. Personnel may not be released from their contracts unless or until a suitable replacement is contracted.

Resignations shall be in writing, signed by the resigning party, directed to the Superintendent of Schools; the Superintendent will submit it 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 extracurricular 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.

Any employee who submits a resignation after the deadline set for return of contracts for the following school year will be required to pay \$1,000 to the District for the administration and other direct costs associated with hiring a replacement. This includes resignations that occur within the current school year. Such expenses shall be payable to the District by the resigning teacher as a condition for the Board to accept the resignation. Failure to provide reimbursement will result in a charge being filed in small claims court.

All other resignations except those resulting from disability, must be filed at least thirty (30) days prior to the requested release from contract.

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