

404.8 RESIGNATION

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract for the subsequent academic year. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board, pending a suitable replacement is secured for the resignations occurring after the start of the school year.

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

No resignation should be assumed approved after August 1 of each year, unless a suitable replacement can be secured.

Non-licensed employees are expected to give a two-week notice when at all feasible. Extenuating circumstances may be acceptable to the superintendent or his or her designee.

LEG REF: Iowa Code §§ 91A.2; 91A.3; 91A.5; 279.13; 279.19A.