

### **Employee Resignations**

An Administrator/Teacher/Nurse who has a signed contract but submits a resignation to the Board of Education through the Executive Director of Human Resource Services will not be released from his/her contractual obligations (including extra duty assignments) unless the resignation is accepted by the Board of Education. The acceptance of a request for resignation will be subject to the following conditions:

1. A certified replacement acceptable to the Board of Education can be hired to perform the services of the employee submitting the resignation and/or
2. An employee is unable to carry out his/her contract.

If the Board of Education does not accept a resignation and the employee leaves the District without release from his/her contract, the Board of Education has the options to:

1. File a complaint with the Board of Educational Examiners, State of Iowa and/or
2. Withhold a sum of no more than \$1,000 for liquidated damages.

All other employees to resign in good standing shall give a two week written notice of his/her intention to resign.

Adopted: March 13, 1972  
Reviewed: October 25, 2007  
Reviewed: March 26, 2013

Legal Reference:  
Code of Iowa, Ch. 279.13