

# Series 400 – Employees

Policy Title: Licensed Employee Resignation

Policy Code No. 407.1

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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. 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.

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.

Date of Adoption        1/27/2020

Review Date

Revision Date

Legal Ref.:    Iowa Code §§ 91A.2, .3, .5; 279.13, .19A

Cross Ref.:    405.3    Licensed Employee Individual Contracts  
                  405.4    Licensed Employee Continuing Contracts  
                  407     Licensed Employee Termination of Employment