

Certified Employee Resignations

It is the responsibility of the Board of Directors to ensure that Board Policy requires the Agency to maintain employment practices that promote continuous and effective delivery of services.

The Agency Board of Directors expects that all employees who are issued individual employment contracts shall fulfill their contractual obligations.

Section 279.13 of the Code of Iowa empowers the employing Board to set certain parameters on the date by which resignations must be filed with the Secretary of the Board. An employing board cannot require contracts to be returned earlier than twenty-one days after the contract has been offered. In addition, the Code states that "a resignation must be filed not later than the last day of the current school year or the date specified by the employing Board for return of the contract, whichever date occurs first."

Therefore, certified employee resignations will be treated as follows

Definitions

- a. Timely resignations – resignations which are filed within the time frame as specified in Section 279.13 of the Code of Iowa.
 - b. Untimely resignations – resignations which are filed beyond the time frame as specified in Section 279.13 of the Code of Iowa.
1. Timely resignations will be accepted by the Board of Directors.
 2. Untimely resignations filed prior to June 1 of the current school year will be accepted by the Board of Directors.
 3. Untimely resignations filed after June 1 of the current school year will be considered upon favorable recommendation of the Administrator. Considerations for contract release requests may include timeliness of the request, impact on the quality and availability of services provided by the Agency, or if a suitable replacement can be hired. Release from contract obligation shall become effective only upon Board approval.

Employees with individual contracts requesting release from a contract after it has been issued and before it expires will be required to reimburse the Agency up to \$1,000 for actual costs incurred to locate and hire a suitable replacement. The costs shall be payable to the Agency by the employee as a condition for Board approval of the release.

4. The Board/Chief Administrator reserves the right to accept an untimely resignation and/or waive the assessment fee following favorable recommendation of the Administrator and only when acceptance of the untimely resignation is in the best interest of the Agency.
5. In the event an employee terminates employment without proper release, the Chief Administrator shall notify the Board of Educational Examiners.

Legal Reference: Iowa Code § 216; 272; 279.13,.19A, .46.

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