

**Form**

Resignations shall be submitted in writing, signed and dated by the resigning party and delivered to the director of human resources.

**Regular Time for Submitting Resignations****Administrators**

Administrators shall submit their written resignations in the last year of the term of their employment on or before May 1, or on or before the date specified by the Board of Education for return of the contract, whichever date occurs first.

**Licensed Employees Other Than Administrators**

Licensed employees, other than administrators, shall submit their written resignations on or before the last day of the school year or on or before the date specified by the Board of Education for return of the contract, whichever date occurs first. The Board of Education may require a continuing employee who has resigned from an interscholastic coaching contract to accept the coaching contract for one additional year if a good faith effort to find a suitable replacement has been made but the position is not filled by June 1.

**Supervisors, Coordinators, and Classified Employees**

Employees shall submit their written resignations at least 14 calendar days prior to their departure dates.

**Early Release Requests by Licensed Employees**

The Board of Education recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract. The Board of Education also recognizes that the District suffers difficulties and expenses in finding a suitable replacement, fewer applicants may be available during a contract term, and that a late resignation causes disruption to the District's programs. The Board of Education believes that any employee who signs a contract should fulfill the contract to the best of the employee's ability.

A licensed employee who wishes to resign a contract before the expiration date of the contract shall submit a signed written request setting out the reasons for the requested release and the date of the requested release. The licensed employee shall be released from the contract only if the Board of Education, in its sole discretion, determines that an unusual circumstance exists for an early release from the contract and a suitable replacement is found.

Licensed employees requesting a release from a contract after June 30 may be required to reimburse the District the expenses of finding a replacement, not to exceed the equivalent cost of running two Sunday advertising packages in a newspaper with state-wide distribution. Payment of these costs shall be a condition for release from the contract.

The licensed employee shall be expected to continue performing services under the contract until a suitable replacement can be secured and a written release is obtained from the Board of Education.

A licensed employee may seek a waiver from the Board of Education of any of the conditions set forth for requesting a release prior to the expiration date of the contract. The Board of Education, on its own or following a request, may, in its discretion, waive any of the conditions.

In the event a licensed employee terminates employment without proper release, the superintendent or designee is directed to file a complaint with the Iowa Board of Educational Examiners, and the superintendent or designee may pursue any other remedies under the law.

**Date of Adoption:** July 11, 1977

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