



## RESIGNATION OF STAFF

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### POLICY:

A licensed employee who wishes to resign from employment with the District must give written notice of at least 60 days at or upon the time of resignation. The Superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the employee of the need to continue working for part or all of the 60-day period. The Board, at its next meeting, will ratify the action of the Superintendent.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline licensee for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

Classified employees who wish to resign from employment with the district must give written notice of at least 14 days prior to the final date of employment. The Superintendent is authorized to accept the resignation of a classified employee effective the day it is received. The Board, at its next meeting, will ratify the action of the Superintendent.

Revision Date: 7/12/2004; 4/12/2010, 11/13/2017

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Legal Reference(s):

[ORS 342.553](#)

[ORS 652.140](#)

OAR 584-051-0020

[OAR 581-022-1720](#)

Pierce v. Douglas County School District No. 4, 60 Or App 285 (1982); rev'd, 197 Or. 363 (1984)