

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. 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. The employee may be required to submit payment equal to a one day ad in the Des Moines Register Sunday paper or the actual cost thereof to partially offset the cost of securing a suitable replacement. A resignation may not be accepted if a suitable replacement is not found.
 4. The Board reserves the right to accept an untimely resignation and/or waive the assessment fee following favorable recommendation of the Administrator and only when, in the sole and exclusive judgment of the Board, acceptance of the untimely resignation is in the best interest of the Agency.

Adopted: 03-13-03 _____

Amended: 12-08-10 _____

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