

## LICENSED EMPLOYEE RESIGNATION

A licensed employee who wishes to resign must notify the superintendent or designee in writing or verbally. End of year resignations must be 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.

The Superintendent will submit signed resignation to the Board of Directors.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.13, .19A (2013).

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

Approved 6/6/1977

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