

# Board Policy

Code No. 413.1

## CLASSIFIED EMPLOYEE RESIGNATION

Classified employees who wish to resign during the school year shall give the Board written notice of their intent to resign and final date of employment and cancel their letter of assignment or contract two weeks prior to their last working day.

Notice of the intent to resign shall be in writing to the Superintendent or designee.

Release from a contract shall be contingent upon finding a suitable replacement. A classified employee requesting release from a letter of assignment or contract after it has been signed and before it expires may be required to pay the Board for expenses incurred to locate and hire a suitable replacement. The costs may be deducted from the employee's salary, only if mutually agreed. Payment of these costs shall be a condition for release from the letter of assignment or contract at the discretion of the Board. Failure of the employee to pay these expenses may result in a cause of action being filed in small claims court.

*Legal Reference:* Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9) (2009).

*Cross Reference:* 411.3 *Classified Employee Letter of Assignment*  
413 *Classified Employee Termination of Employment*

*Approved:* November 16, 1987

*Reapproved:* February 20, 2001  
February 17, 2004  
December 4, 2006  
April 18, 2011

*Revised:* September 16, 1991  
January 23, 1995  
February 2, 1998  
December 4, 2006