

Code No. 407.1

LICENSED EMPLOYEE RESIGNATION

A licensed employee who wishes to resign must notify the superintendent 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 shall be accepted by the board.

Approved: 12-12-19

Reviewed: 12-09-19 Revised:

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The board may require an individual who has

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resigned from an extracurricular contract to

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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

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licensed employee is continuing to be employed
by the school district.

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LICENSED EMPLOYEE CONTRACT RELEASE

Licensed employees who wish to be released from an executed contract must give at least twenty-one days notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Legal Reference: Iowa Code §§ 91A.2, .3,
.5; 279.13, .19A (2011).

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

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board actual expenses incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board.

Failure of the licensed

employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is authorized to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

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Legal Reference: Iowa Code §§ 216;
272;279.13, .19A, .46 (2011).
1978 Op. Att'y Gen. 247.
1974 Op. Att'y Gen. 11,
322.

Cross Reference: 405.3 Licensed
Employee Individual Contracts
405.4 Licensed
Employee Continuing Contracts
407.3 Licensed
Employee Retirement

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19 Revised: