



Code No. 413.1

### CLASSIFIED EMPLOYEE RESIGNATION

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract two weeks or ten business days prior to their last working day.

Notice of the intent to resign will be in writing to the superintendent.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9) (2005).

Cross Reference: 411.3 Classified Employee Contracts 413 Classified Employee Termination of Employment

Approved: May 1, 1997

Reviewed: January 16, 2019

Revised: February 14, 2019