

Board Policy Document

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**STAFF PERSONNEL**

***Series 400***

**Policy Title: Resignation of Certified Personnel**

**Code Number: 403.2**

Resignations shall be in writing, signed by the resigning party, and directed to the Superintendent who shall refer it to the Board with recommendations, as provided by statute, and in compliance with the terms of the collective bargaining agreement.

1. Resignations at the End of the School Year

Certified employees who wish to resign from their continuing shall notify the Director of Human Resources in writing. A copy of the notification shall also be sent to the building principal (see policy 402.1).

2. Resignations During the Contract Year

Any certified employee who finds it necessary to request a release from contract during the contract year should notify the Director of Human Resources as soon as possible prior to the date of the request. Such request should be in writing and a copy provided to the building principal. In the event a certified employee ceases his/her services without proper release, the Superintendent may advise the Iowa Board of Education Examiners.