

RESIGNATION OF LICENSED PERSONNEL

Code No. 407.1

Resignations shall be written or typed, signed by the resigning party and directed to the superintendent of schools and referred to him/her to the Board of Directors with recommendations, as provided by statute.

The Board recognizes that there are some emergency circumstances which force an employee to request a release from a contract before the expiration date of the contract; therefore personnel will be released from their contracts at such time that a suitable replacement is secured.

An employee who requests release from a contract before the expiration date of the contract for reasons of other types of employment or for employment in another school district shall be released under the following conditions only:

- A] Between June 1st and June 30th
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$400 to the Ed-Co School District to defray costs of securing a replacement.
- B] Between July 1st and July 15th
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$500 to the Ed-Co School District to defray costs of securing a replacement.
- C] Between July 16th and August 1st
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$600 to the Ed-Co School District to defray costs of securing a replacement.
- D] After August 1st
 1. Will not be released until a suitable replacement is secured.
 2. Must provide a certified/cashiers check of \$750 to the Ed-Co School District to defray costs of securing a replacement.

Certain circumstances may exist whereby the Board would have the prerogative to waive A, B, C, or D.

In the event a staff personnel member terminates employment without proper release, the superintendent of school is directed to advise the Department of Education for appropriated action by the Department.

Legal Reference: Code of Iowa Chapter 279.13

Adopted: 10/13/86

Reviewed: 07/13/2026