

**Greater Albany SD 8J
Board Policy**

Code: **GCPB/GDPB**
Adopted: 7/8/85
Revised/Readopted: 3/12/01
Orig. Code(s): BP 1733

Resignation of Staff

The superintendent is authorized to effectively accept resignations from either licensed or classified employees. Licensed employees seeking release from a contract must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the teacher that he/she must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's or administrator's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

Classified personnel must file a written notice of resignation with the personnel office at least 15 days prior to the effective date of the resignation. The district may waive the required advance notice from licensed or classified employees under extenuating circumstances.

In case of the death of any employee, the estate of the employee shall be paid for wages earned but unpaid at the time of death. A terminated employee who has worked continuously for the district for 12 months shall be entitled to full payment for any vacation time accumulated.

END OF POLICY

Legal Reference(s):

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-022-1720](#)

Pierce v. Douglas County School District No. 4, 60 Or. App. 285 (1982); rev'd, 197 Or. 363 (1984).