

Blachly School District #90

Code: **GCPB/GDPB**
Adopted: 10/18/89
Readopted: 7/15/09
Orig. Code(s): GCPB

Resignation of Employees

A licensed staff member who wishes to resign from his/her position with the district 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.

A resigned teacher shall notify the Board by delivering a written and signed notice of resignation to the superintendent's office and the Board shall be notified of the date when written notice is received by the superintendent.

If the superintendent accepts the resignation, the resignation will be final upon receipt by the superintendent's office. Acceptance shall be by letter from the superintendent to the teacher and a copy shall be placed in the teacher's personnel file. The resignation date shall be effective as specified in the superintendent's acceptance of the resignation.

If the superintendent decides not to accept the resignation, he/she shall notify the teacher of that decision and present the Board with the notice of resignation, accompanied by a recommendation as to what Board action should be taken. The superintendent shall furnish a copy of the recommendation to the teacher and shall notify the teacher when the resignation will be considered by the Board. In the event the notice of resignation is referred to the Board by the superintendent, the resignation shall not be final until approved by Board action.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

The superintendent shall make a report to the Board of all resignations accepted.

END OF POLICY

Legal Reference(s):

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-022-1720](#)

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).