

Resignation of Staff

A resigning employee shall deliver a written and signed notice of resignation to the Human Resources Office.

The President or designee shall have authority to accept an employee's resignation on behalf of the Board. If the President decides to accept the resignation, acceptance shall be signed and dated by the President and forwarded to the employee, a copy of which shall be placed in the employee's personnel file. The resignation shall be final upon receipt by the President. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the President's acceptance letter.

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

END OF POLICY

Legal Reference(s):

[ORS 652.140](#)

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