

**Clackamas Education
Service District**

Code: **GCPB**
Adopted: 5/15/02
Readopted: 05/20/09; 1/16/13
Orig. Code(s): 2540; 2250

Resignation of Employees

It is the policy of the Board that the superintendent shall be authorized to accept resignations from licensed employees on behalf of the Board. A licensed staff member who wishes to resign from his/her position with CESD must give written notice at least 60 days prior to the date he/she wishes to leave CESD employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the licensed employee immediately from further work or administrative obligations or inform the licensed employee that he/she must continue working for part or all of the 60-day period.

If the superintendent decides not to accept the resignation of a licensed employee, the superintendent shall notify the employee of the 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 employee and shall notify the employee when the resignation will be considered by the Board. In the event that the notice of resignation is referred to the Board by the superintendent, the resignation shall not be final until approved by Board action.

Where less than a 60-day notice is given, the Board or its designee may report the violation to the Teacher Standards and Practices Commission. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

Confidential and management employees not required to hold a TSPC license are expected to submit resignation notices at least one month in advance of the effective date of the resignation. Acceptance of the resignation shall be effective at the time of receipt by the superintendent or designee.

Classified employees are expected to submit resignation notices at least two weeks in advance of the effective date of the resignation. The superintendent is authorized to accept resignations of classified employees effective the day they are received.

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).