

Corvallis School District 509J

Code: **GCPB**
Adopted: 3/08/10
Readopted: 1/13/14

Resignation of Staff

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 licensed staff member immediately from further teaching or administrative obligations or inform the licensed staff member that he/she must continue teaching for part or all of the 60-day period. Exceptions due to emergency or other extenuating circumstances may be considered by the superintendent.

Where less than a 60-day notice is given, the superintendent may request the Teacher Standards and Practices Commission to discipline the licensee.

A written notice of resignation of a classified employee shall be filed with the immediate supervisor at least two weeks prior to the date of resignation. Such timeline may be waived under extenuating circumstances. The superintendent or designee is authorized to accept resignations of classified employees effective sooner than at the end of the two-week period.

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).