

**Douglas Education  
Service District**

Code: **GCPB/GDPB**  
Adopted: 7/17/08  
Readopted: 4/16/15  
Orig. Code(s): 2505

**Staff Resignations**

Any employee wishing to resign his or her position with the Douglas Education Service District (DESD) must do so in writing and tender that resignation to the superintendent or the superintendent's designee.

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.

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

A classified staff member's resignation is deemed accepted upon receipt by the superintendent or the superintendent's designee and no further action need be taken by the Board.

Employees who resign must return all DESD keys, equipment, files and proprietary information on or before the effective date of their resignation.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-024-0245](#)

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