

# Fern Ridge School District 28J

Code: **GCPB/GDPB**  
Adopted: 2/24/97  
Readopted: 5/23/05, 11/16/09  
Orig. Code(s): 3361

## Resignation of Employees

A licensed staff member who wishes to resign from his or her position with the district must give written notice at least 60-days prior to the date he or 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 he or she must continue teaching for part or all of the 60-day period.

Where less than 60-days 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 who wishes to resign from his or her position with the district must file a written notice in the personnel office at least 15-days prior to the date he or she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received.

Note: The law requires the district to consult with the teachers or with the exclusive bargaining representative of their unit to establish the recall procedure.

ORS 342.934 (7) states that an appeal from a decision on reduction in staff or recall will be by arbitration or a procedure mutually agreed upon by the employee representatives and the employer. The “appeal” section is an illustration of what the policy should look like if arbitration is the method chosen to resolve disputes.

END OF POLICY

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### Legal Reference(s):

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-022-1720](#)

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