

Klamath Falls City Schools

Code: **GCPB/GDPB**
Adopted: 1/11/93
Readopted: 10/09/06; 1/11/10; 3/06/17
Orig. Code(s): 60312.02

Resignation of Staff

The superintendent shall have the authority to accept an employee's resignation.

A classified employee should provide at least two weeks prior notice to the superintendent.

A licensed staff member who wishes to resign from his/her position with the district during the school year must give written notice at least 60 days prior to the date he/she wishes to leave district employment, unless the superintendent agrees to less than 60 days notice.

If the superintendent accepts the resignation, it will be final upon receipt, and all resignations accepted by the superintendent are irrevocable. The superintendent may 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, or risk decertification for the remainder of the school year.

Where less than a 60-day notice is given and is not mutually agreed to, the Board may request the Teacher Standards and Practices Commission to discipline the licensee.

Resignations effective at the end of the school year will be accepted and finalized upon receipt by the superintendent as above, but will be effective on the date designated by the employee.

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).