

Malheur Education Service District

Code: **GCPB/GDPB**
Adopted: 9/20/05
Readopted: 7/15/14
Orig. Code(s): GCPB/GDPB

Resignation of Staff

Employees may be released from employment upon written request and by mutual agreement.

1. Teacher Standards and Practices Commission (TSPC) licensed employees shall submit resignation notices at least 60 days in advance of the effective date of resignation. Resignations will be accepted by the superintendent upon receipt pending formal action by the Board. The superintendent may waive the 60 day notice requirement.
2. Classified employees are expected to submit resignation notices at least two weeks 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.
3. 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.

END OF POLICY

Legal Reference(s):

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-024-0245](#)

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