

**North Powder  
School District 8J**

Code: **GCPB/GDPB**  
Adopted: 12/19/06  
Readopted: 8/23/16  
Orig. Code(s): GCPB/GDPB

**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 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.

The superintendent is authorized to accept resignations of licensed or classified employees effective the day they are received.

A classified employee who wishes to resign may do so by submitting a resignation in writing to the superintendent at least two calendar weeks prior to the effective date to allow for replacement to be made and to provide for appropriate action by the superintendent. These requirements may be waived by the superintendent under extenuating circumstances.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

Employees who give the district the required notice will be paid their accumulated vacation time.

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).