

Resignation of Licensed Staff

The superintendent shall have the authority to accept a licensed staff member's resignation.

A licensed staff member who wishes to resign from his/her position with the district must give written notice to the superintendent's office 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 individual immediately from further teaching or administrative obligations or inform the individual that he/she must continue employment for part or all of the 60-day period. Acceptance shall be by letter from the superintendent to the employee and a copy shall be placed in the employee's personnel file. The resignation date shall be effective as specified in the superintendent's acceptance of the resignation. The Board shall be notified of the date when written notice is received by the superintendent.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's or administrator's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

The superintendent shall make a report to the Board of all resignations accepted.

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).