



Code: **GCPB/GDPB**
Adopted: 12/10/08
Readopted: 10/14/10
Orig. Code(s): GCPB/GDPB

Resignation of Staff

Any district employee who desires to resign his/her position shall submit in writing a letter of resignation indicating the date the employee would like as his/her last day at work. The board encourages employees to provide advance notice that is appropriate for the position they hold.

The board authorizes the superintendent or designee to accept an employees written resignation and to set the effective date. Once the superintendent or designee has accepted and set an effective date, the resignation may not thereafter be withdrawn by the employee.

The superintendent upon learning of an employee's verbal resignation, may accept that as the employee's effective resignation.

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).