

## Resignation of Staff

A resigning employee shall deliver a written and signed notice of resignation to the office of the superintendent. Unless there are extenuating circumstances, classified employees should provide two weeks prior notice. Licensed employee provisions are contained in Oregon Revised Statutes or the applicable collective bargaining agreement. For the purposes of this policy, the office of the superintendent shall be defined as the superintendent or his/her designee.

The superintendent shall have authority to accept an employee's resignation on behalf of the Board. If the superintendent decides to accept the resignation, acceptance shall be by letter from the superintendent to the employee, a copy of which shall be placed in the employee's personnel file. The resignation shall be final upon receipt by the superintendent's office. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

In the event a resignation violates the provision of any statute or applicable OAR, the superintendent may, in his/her letter accepting the resignation, condition acceptance upon terms which remedy the violation. Such terms shall be deemed accepted by the employee unless written objection is received by the superintendent's office within seven calendar days after the superintendent's letter of acceptance is mailed or hand delivered to the employee. If the violation is not remedied, the superintendent shall bring the matter to the Board's attention and may submit a recommendation as to what action the Board should take. Prior to Board action, the employee shall be furnished a copy of the superintendent's recommendation, if any, and shall be informed of the time when the matter will be considered by the Board.

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

If the superintendent elects not to accept a resignation, the superintendent shall notify the employee of that decision and present the notice of resignation to the Board, accompanied by a recommendation as to what action should be taken. The superintendent shall furnish the employee a copy of the superintendent's recommendation and shall notify the employee of the time when the resignation will be considered by the Board. If a notice of resignation is referred to the Board by the superintendent for any reason, including an unremedied violation of a statute or rule, the resignation shall not be final until approved by Board action.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-022-1720](#)

Pierce v. Douglas County School District No. 4, 60 Or. App. 285 (1982); rev'd, 197 Or. 363 (1984).