

**Saint Helens  
School District 502**

Code: **GDPD**  
Adopted: 1/16/96  
Readopted: 5/14/07  
Orig. Code(s): GDPD

**Resignation of Classified Employees**

A classified staff member who wishes to resign from his/her position with the district must file a written notice in the superintendent's office at least 15 days prior to the date he/she wishes to leave district employment. The superintendent or designee is authorized to accept the resignation effective the day it is received.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.107](#)