

Union School District 5

Code: **GCPB/GDPB**
Adopted: 1/8/92
Revised/Readopted: 9/8/04
Orig. Code(s): GCPB

Resignation of Licensed Employees

The superintendent shall have the authority to accept an employees' resignation.

A resigning employee shall deliver a written and signed notice of resignation to the superintendent's office. The Board shall be notified of the date when written notice is received by the superintendent.

If the superintendent accepts the resignation, the resignation will be final upon receipt by the superintendent's office. Acceptance shall be by letter from the superintendent to the teacher and a copy shall be placed in the teacher's personnel file. The resignation date shall be effective as specified in the superintendent's acceptance of the resignation.

If the superintendent elects not to accept the resignation, he/she shall notify the employee of that decision and present the Board with the notice of resignation, accompanied by a recommendation as to what action should be taken. The superintendent shall furnish a copy of the recommendation to the employee and shall notify the teacher when the resignation will be considered by the Board. In the event the notice of resignation is referred to the Board by the superintendent, the resignation shall not be final until approved by Board action.

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

In the event any resignation violates any statutes or procedures of the applicable collective bargaining agreement, the superintendent will 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 Board shall determine whether or not such violation should be reported to the Teacher Standards and Practices Commission.

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).