

EMPLOYEES

Series 400

Policy Title _____ Classified Employee Resignation _____ Code No. _____ 413.01 _____

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 30 days prior to their last working day.

Notice of the intent to resign will be in writing to the superintendent.

Legal Reference:

Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9) (2013).

Cross Reference:

411.03 Classified Employee Contracts

413.00 Classified Employee Termination of Employment

Date of Adoption: _____ May 13, 2014 (Revised) _____

Related Administrative Rules and Regulations: _____