

## **EMPLOYEES**

### **Series 400**

Policy Title Licensed Employee Contract Release Code No. 407.02

Licensed employees who wish to be released from an executed contract must give twenty-one (21) days-notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract shall be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires will be required to pay the board the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against any licensed employee who leaves without proper release from the board.

#### **Legal Reference:**

Iowa Code §§ 216; 272; 279.13, .19A, .46

#### **Cross Reference:**

405.03 Licensed Employee Individual Contracts  
405.04 Licensed Employee Continuing Contracts  
407.03 Licensed Employee Retirement

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