

## **Staff Resignation/Retirement**

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the employee immediately from further obligations or inform the employee that he/she must continue their contracted position for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee. Exceptions due to an emergency or other extenuating circumstances may be considered by the Board.

In order to assist the district in its planning efforts, classified staff members who resign are expected to notify the district in writing two weeks prior to resignation, in the case of retirement preferably six months prior to the date of termination.

The superintendent or designee is authorized to accept the resignations of both licensed and classified staff personnel.

END OF POLICY

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### Legal Reference(s):

ORS Chapter 237

ORS Chapter 238

ORS 243.303

ORS 342.120

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).

Consolidated Omnibus Budget Reconciliation Act of 1985, as amended, 29 U.S.C. Sections 1161-1169.

Tax Reform Act of 1986, 29 U.S.C. Sections 1001-1461.

Oregon Constitution, Article IX, Sections 10-13.