

**RESOLUTION 25-058 - Approval of amended Board Policy GCPB/GDPB – Resignation of Staff**

**Background:** The revision of Policy GCPB/GDPB was staff initiated. Gender neutral language was updated as per MESD's practice and a wording update so resignations are directed to the Human Resources Director or other designated HR individual, rather than "administrator. This ensures resignations are acknowledged and processed promptly (final date, final pay, benefits).

**WHEREAS,** the Multnomah Education Service District Board of Directors Policy Committee has reviewed and discussed Board Policy GCPB/GDPB – Resignation of Staff; and

**WHEREAS,** the Multnomah Education Service District Board of Directors Policy Committee has recommended Board Policy GCPB/GDPB – Resignation of Staff for approval by the full Board at its next meeting; and

**NOW THEREFORE BE IT RESOLVED,** that Board Policy GCPB/GDPB – Resignation of Staff is approved for approval as written or as further modified.

**BE IT FURTHER RESOLVED,** that if no further discussion is required or changes in language, Board Policy GCPB/GDPB – Resignation of Staff is approved as proposed and does not require a second reading.

# Multnomah Education Service District

Code: **GCPB/GDPB**  
Adopted: 1/18/11  
Revised: 9/19/17; **12/16/25**

## Resignation of Staff

The superintendent or designee shall be authorized to accept a resignation from any MESD employee effective the day it is received or any other date mutually agreed to by the superintendent or designee and the employee.

A TSCP licensed staff member who wishes to resign from ~~his/her~~ **their** position with the MESD shall give written notice of at least 60 days, at or upon the time of resignation. The superintendent shall be authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the teacher that ~~he/she~~ **they** must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the MESD Board may request the Teacher Standards and Practices Commission to discipline the licensee.

**For purposes of this policy, the Superintendent may delegate authority to accept resignations to the Human Resources Director or other designated individual in Human Resources.**

The superintendent and cabinet will develop administrative regulation(s) to implement the policy.

END OF POLICY

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### Legal Reference(s):

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 584-050-0020](#)

[OAR 581-024-0245](#)

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).

### MESD Policy Cross Reference(s):

AC - Non Discrimination

GAB - Position Descriptions

GB - Personnel Policies

GBAA - Fair Labor Standards Act

GCA - License Requirements

GCCA - Posting of All Employee Vacancies