

LICENSED EMPLOYEE CONTRACT RELEASE

Resignations shall be in writing, signed by the resigning party, and directed to the superintendent of schools; the superintendent will submit it to the Board of Directors with recommendations, as provided by law.

All resignation for the following school year submitted within twenty-one (21) days of the annual issuance of the contract modification form shall be accepted by the Board. The Board of Directors may require an individual who has resigned from an extracurricular contract to accept the resigned position for the subsequent school year if, 1) a good faith effort was made to find a replacement, and 2) the individual remains on the staff.

All other resignations must be filed at least thirty (30) days prior to the requested release from contract. Except as otherwise provided, no teacher will be released until a suitable replacement has been found. Time of the year will also be a consideration. The resigning teacher shall be required, at the discretion of the Board, to reimburse the school district up to ~~\$1,000~~ **\$2,000** for expenses incurred to hire the replacement teacher. Such expenses shall be payable to the district by the resigning teacher as a condition for the Board to accept the resignation. Failure to provide reimbursement will result in a charge being filed in small claims court. This paragraph does not apply to resignations resulting from medical disability.

If an employee leaves without proper release, the superintendent of schools is directed to file a complaint with the Iowa Professional Teaching Practices Commission.

NOTE: *School districts may charge employees for costs incurred in finding a replacement. Employees can only be charged costs, not "penalties." The costs cannot be withheld from money owed the employee unless the employee agrees. If costs are not withheld from moneys owed to the employee, the school district must bill the employee. If the employee fails to pay, the school district's only option for reimbursement is to file a claim in small claims court. The school district also has the option of filing a complaint with the Iowa Board of Educational Examiners stating the employee has engaged in unprofessional conduct.*

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

Cross Reference: 405.3 Licensed Employee Individual Contracts
405.4 Licensed Employee Continuing Contracts
407.3 Licensed Employee Retirement

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