

## Staff Resignation/Retirement

A licensed staff member who wishes to resign from his/her position with the district must give written notice of at least 60 days at or upon the time of resignation. The superintendent is authorized to accept the resignation effective the day it is received and either release the employee immediately from further teaching or administrative 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 is authorized to accept the resignations of both licensed and classified staff personnel.

END OF POLICY

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Legal Reference(s):

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-022-1720](#)

[OAR 584-050-0020](#)

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