

Employment  
Series 400

Policy Title: Resignation

Code No. 406

**Policy Statement**

The Board issues employment contracts and notifications that are binding; there are specific provisions that govern release in the event of unanticipated circumstances.

**Scope of Policy**

All contracts and notifications are covered by this policy. The specific procedures that govern release in the event of unanticipated circumstance are as follows:

I. Contracted Employees

● Release at the End of a Contract Period

A Heartland AEA employee may resign at the end of the employee's contract by filing a written resignation as provided in Chapter 279, Code of Iowa. The resignation will be in writing, signed by the resigning party, and sent to human resources and the immediate supervisor for referral to the Board with recommendations as provided by statute.

● Criteria for Release from Contract Prior to End of a Period

The Board may choose, depending upon the circumstances, to release an employee from his/her contract if the request is received by June 30 of the current calendar year and a suitable replacement can be found.

The Board will consider a request to release after June 30 of the current calendar year only if the request is triggered by a family emergency or illness or the relocation of a spouse or significant other.

II. Non-Contracted (classified)

- Resignations will be in writing, signed by the resigning party, and sent to human resources and the immediate supervisor for referral to the Board. Classified requests should allow at least two weeks notice.

**Accountability Overview**

- Only the Board may grant a release from an employment contract and notification based on the criteria listed above. Terms of release are to be documented in the employee's personnel file.
- If a contracted employee chooses to leave employment without a release, the Board **may** report the individual to the Board of Educational Examiners (BOEE) for violating the standard of professional and ethical conduct contained in Chapter 25, Section 282-25, Code of Iowa. This violation may result in disciplinary actions by the BOEE.

Date of Adoption:

June 8, 1981

Reviewed:

Amended: 3/86, 4/92, 9/93, 1/97, 6/99, 7/01  
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