

**Jefferson County  
Education Service District**

Code: **GCPB/GDPB**  
Adopted: 10/7/97  
Readopted: 5/07/08, 11/30/09  
Orig. Code(s): 718

**Resignations of Staff**

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 teacher immediately from further teaching or administrative obligations or inform the teacher that he/she must continue teaching 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 emergency or other extenuating circumstances may be considered by the Board.

Non licensed employees who resign from positions with the ESD shall give two weeks notice prior to the date on which employment shall terminate.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-024-0245](#)

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