

## LICENSED EMPLOYEE CONTRACT RELEASE

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' notice to the Superintendent. Licensed employees may be released at the discretion of the Board.

Release from a contract may be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be charged by the District a minimum of \$500 or up to a maximum of \$5,000. Upon written mutual agreement between the employee and the Superintendent, the costs may be deducted from the employee's salary. Payment of these costs shall be a condition for release from the contract at the discretion of the Board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The Superintendent is required to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the Board consistent with applicable statutes and regulations.

Legal Ref.: Iowa Code §§ 216; 272; 279.13, .19A, .46 (2013).  
1978 Op. Att'y Gen. 247.  
1974 Op. Att'y Gen. 11, 322.

Cross Ref.: 405.2 Original Contracts (Licensed Employees)  
408.8 Resignation  
408.9 Employee Retirement

ADOPTED: 2/28/00  
10/13/08  
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