

Professional Personnel

Resignations

All resignations must be in writing to the Superintendent or Secretary of the Board of Education.

Non-Tenured Certificated Personnel

1. The contractual period for a non-tenured certificated employee is the period of time from the execution of a non-tenured certificated employee contract by both the employee and the Board of Education until the following June 30th.
2. If a non-tenured certificated employee resigns during the school term, without the concurrence of the Board of Education, to accept another teaching position, the Board of Education may take any or all of the following actions:
 - a. Accept the resignation without penalty. The Board of Education will only consider this option if the employee remains employed by the District until a suitable replacement is found.
 - b. Refer the teacher to the Regional Superintendent's office for unprofessional conduct and suspension of teaching certificate for a period not to exceed one (1) year.
 - c. Charge the employee four percent (4%) of his/her contract salary (including stipends).
 - d. Initiate a breach of contract lawsuit against the employee.
3. If a non-tenured certificated employee resigns during the school term, without the concurrence of the Board of Education, for reasons other than to accept another teaching assignment, the Board of Education may take any or all of the following actions:
 - a. Accept the resignation without penalty. The Board of Education will only consider this option if the Board of Education determines that there are unusual circumstances which justify the resignation. Unusual circumstances shall be limited to the following:
 1. Death in the immediate family,
 2. Serious health problems for the employee,
 3. Transfer of spouse if notice is provided thirty (30) days prior to resignation,
 4. Fulfilling duties until a suitable replacement is found, or
 5. Other similar circumstances.
 - b. Charge the employee four percent (4%) of his/her contract salary (including stipends).
 - c. Initiate a breach of contract lawsuit against the employee.
4. If a non-tenured certificated employee resigns during the contractual period, but prior to the start of the school term, without the concurrence of the Board of Education, the Board of Education may take any or all of the following actions:
 - a. Accept the resignation without penalty. The Board of Education will only consider this option if the employee remains employed by the District until suitable replacement is found or thirty (30) days have passed.
 - b. Charge the employee four percent (4%) of his/her contract salary (including stipends).
 - c. Initiate a breach of contract lawsuit against the employee.

Tenured Certificated Personnel

1. A tenured certificated employee may resign with thirty (30) days written notice to the Secretary of the Board of Education if the resignation is not to become effective during the school term.

2. If a tenured certificated employee resigns during the school year, to accept another teaching position, the Board of Education may take any or all of the following actions:
 - a. Accept the resignation without penalty. The Board of Education will only consider this option if the employee remains employed by the district until suitable replacement is found.
 - b. Refer the teacher to the Regional Superintendent's office for unprofessional conduct and suspension of teaching certificate for a period not to exceed one (1) year.
 - c. Charge the employee four percent (4%) of his/her contract salary (including stipends).
 - d. Initiate a breach of contract lawsuit against the employee.
3. If a tenured certificated employee resigns during the school term, without the concurrence of Board of Education, for any reason other than to accept another teaching assignment, the Board of Education may take any or all of the following actions:
 - a. Accept the resignation without penalty. The Board of Education will only consider this option if the Board of Education determines that there are unusual circumstances which justify the resignation. Unusual circumstances shall be limited to the following:
 1. Providing thirty (30) days written notice to the Superintendent or Secretary of the Board of Education,
 2. Death in the immediate family,
 3. Serious health problems for the employee,
 4. Transfer of spouse,
 5. Fulfilling duties until a suitable replacement is found, or
 6. Other similar circumstances.
 - b. Refer the employee to the Regional Superintendent's office for unprofessional conduct and suspension of teaching certificate for a period not to exceed one (1) year if the employee does not provide the Superintendent or Secretary of the Board of Education with thirty (30) days notice of resignation.
 - c. Charge the teacher four percent (4%) of his/her contract salary (including stipends).
 - d. Initiate a breach of contract lawsuit.

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill.App.3d
433 (1st Dist. 2006).

ADOPTED: April 5, 2011, March 2, 2022 L.R.