

<b>5240</b>	<b>Employment Termination Policy</b>
<b>Approval Date:</b>	<b>February 2015</b>
<b>Category:</b>	<b>Personnel</b>
<b>Governance Accountability:</b>	<b>Board of Directors, Leadership</b>
<b>Audience:</b>	<b>Employees</b>

## Termination

Pine Lake Preparatory will handle all employee terminations in a fair, equitable and consistent manner. If the termination is initiated by an employee, supervisors will review the circumstances to determine if it can be avoided or if there is any action required to avoid similar terminations. If the termination is initiated by the school, the Head of School will take care to be impartial, objective, fair and clear.

A **voluntary termination** is a termination initiated by the employee. Employees should provide at least 10 working days written notice prior to the departure date. In the case of a licensed Teacher, 30 days written notice is required by 16 NCAC 6C .0312.

If Board determines that it is in the best interests of the school that an employee should not be allowed on the school campus, the Board may suspend the employee with full pay during any part of the notice period. Otherwise, the employee is expected to work throughout the notice period.

If an employee does not call in or report to work for two consecutive workdays, the employee may be considered to have voluntarily terminated employment.

An **involuntary termination** is a termination that is initiated by Pine Lake Preparatory for reasons other than changing business conditions.

A **reduction in force** is a termination of employment resulting from changing business conditions that necessitate a reduction in staff. If Pine Lake Preparatory determines, in its sole discretion, a reduction in force should occur, the following factors will be among those considered when reducing staff: years of service, versatility, qualifications, skill, ability, performance, efficiency, attitude and dependability.

All Pine Lake Preparatory property will be returned to the respective supervisor on the final day of employment. This includes, but is not limited to, keys, books, computers, and other equipment.