

TERMINATION AGREEMENTS

A. Purpose and Scope

To provide guidance and direction to District personnel regarding settlement agreements for Certificated employees.

B. General

If a termination settlement agreement is made, the Superintendent or designee may only give out information as provided for in the agreement. However, if the employee is subject to Government Code 53262, a copy of the settlement agreement shall be available to the public upon request as required by law.

C. Forms Used and Additional References

None

D. Procedure

In accordance with law, cash settlements made upon the termination of a contract shall never exceed an amount equal to the employee's monthly salary multiplied by the number of months, up to 18, in the un-expired term of the contract. This amount is a maximum ceiling, not to be construed as a target amount for settlement agreements. Settlement agreements shall not include non-cash items other than health benefits, which the district may offer to continue for the un-expired term up to 18 months or until the employee finds other employment, whichever comes first. Copies of settlement agreements shall be made available upon request, as required by law. (Government Code 53260-53262)

In all cases in which an employee's conduct warrants probable cause for the suspension or revocation of the employee's teaching credential, the Superintendent or designee shall report the employee's suspension, termination or resignation to the Commission on Teacher Credentialing as required by law. (Code of Regulations, Title 5, 80311)

E. Reports Required

None

TERMINATION AGREEMENTS (Continued)

F. Record Retention

None

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources