



PERSONNEL

Termination of Employment

The superintendent has the statutory authority to issue probable cause for termination to a certificated staff member. The board shall consider the termination of a classified staff member based upon the recommendation of the superintendent. The notice of termination shall include notice of any appeal rights the employee may have and notice of the appeal processes.

1. Release from Contract

A certificated staff member may be released from contract under the following conditions:

- A. A letter requesting release shall be submitted to the superintendent's office. If accepted by the board at its next meeting, the staff member shall be released from contract.
- B. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
- C. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.

2. Resignation

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1.

3. Retirement

Staff shall participate in the retirement programs under the Federal Social Security Act and the Washington State Teachers' Retirement System or the Public Employees' Retirement System. Payroll deductions shall be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to April 1st of that year.

Because of their contribution to the children of the district, retiring staff shall be given appropriate recognition. The district office may assist them in making arrangements for their retirement benefits.

4. Probation, Non-renewal or Termination

The employment contracts of individual certificated staff may be non-renewed at the end of the staff member's contract period by action of the superintendent and in compliance with the law. The superintendent, or his/her designee, shall establish procedures to assist those certificated staff whose performance, through the evaluation process, does not meet minimum requirements.

Beginning with the 2015-16 school year, evaluation results for certificated classroom teachers, certificated principals and assistant principals must be used as one of multiple factors in making human resource and personnel decisions. Human resource decisions include but are not limited to: employee assignment, including the consideration of an agreement to an assignment by an appropriate teacher, principal and superintendent and reduction in force. The district will not be limited in its ability to collectively bargain how the multiple factors will be used in making human resource and personnel decisions, but the evaluation results must be a factor.

The failure of any evaluator to evaluate or supervise or cause the evaluation or supervision of certificated classroom teachers, certificated support personnel or administrators in accordance with the revised evaluation system, when it is his or her specific duty to do so, will be sufficient cause for the non-renewal of any such evaluator's contract under RCW 28A.405.210 or the discharge of such evaluator under RCW 28A.405.300.

Classified staff are granted provisional status during the first 60 days of employment. During that period of time, they are subject to termination without advance notice. Upon satisfactory completion of 60 days of consecutive service, a staff member may be granted regular status. Regular status classified staff are employed on a month-to-month basis and shall be provided at least two weeks notice before termination. Such staff member shall be entitled to an informal pretermination meeting with the superintendent prior to any action taken by the board of directors.

5. Program and Staff Reductions

Program and staff reductions may be required as a direct result of enrollment decline, failure of a special levy election or other events resulting in a significant reduction in revenue; or termination or reduction of funding of categorically-funded projects. The board shall, after a review of such indicators as test results, community surveys, informal and formal statements of support and/or opinion, and the district's statement of philosophy, identify those educational programs and services which shall be reduced, modified or eliminated.

The superintendent shall develop procedures to implement this policy except that any staff agreement in effect shall supersede this policy.

Cross References: Board Policy 5006 Staff Conduct
5240 Evaluation of Staff

Legal Reference: RCW 28A.400.300 Hiring and Discharging Employees—Leaves for
Employees-Seniority and leave benefits,
Retention upon transfers between schools

RCW	28A.400.320	Mandatory termination of classified employees
	28A.400.340	Discharge Notices Include Appeal Rights
	28A.405.100	Minimum criteria for the evaluation of certificated employees – Revised four-level evaluation systems for classroom teachers and principals - Procedures-Steering committee – Models-Implementation--Reports
	28A.405.140	Inservice training for teacher may be required after evaluation
	28A.405.210	Conditions and contracts of employment -Determination of probable cause for nonrenewal of contracts--Notice-Opportunity for hearing
	28A.405.220	Conditions and contracts of employment—Non-renewal of provisional employees-Procedure
	28A.405.300	Adverse change in contract status of certificated employee-Determination of probable cause—Notice—Opportunity for hearing
	28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract—Hearings—Procedure
	28A.405.470	Mandatory termination of certified employees
	28A.410090	Revocation of authority to teach
	41.32.240	Membership in system—Procedure when exempted person desire membership—Continuation of exemption—Persons formerly exempt, minimum period to qualify for retirement allowance
	41.33.020(6)	Terms and provisions of plan
	41.40.023	Membership
	41.41	State Employees’ Retirement—Federal Social Security
WAC	181-86	Policies and procedures for administration of certification proceedings
	181-87	Acts of Unprofessional Conduct
	180-44-060	Drugs and alcohol—Use of a cause for dismissal
	392-191	Professional Growth and Evaluation of School Personnel

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