SEPARATION OF SUPPORT PERSONNEL

Resignation

The termination of employment of non-certificated, support employees will normally be by resignation. Normally, at least two weeks’ notice of intention to leave would be considered a minimum. A longer period of notice should be given when possible.

Terminal annual leave earned to date will be allowed to individuals whose termination of employment is mutually agreeable, under conditions of satisfactory service, and with the recommendation of the administrator concerned. No terminal annual leave is granted for employment periods of less than six months duration.

Dismissal

1. In the event that an employee fails to report for duty and is not available to submit a resignation, the principal may contact the Office of Professional Standards who will review and follow the Abandonment of Position process, file a request for dismissal after making reasonable efforts to contact the employee. A statement is required detailing at least three (3) separate times and dates when efforts were made to contact the employee.

2. When the quality or quantity of an employee's work is considered unsatisfactory or unacceptable to the administrator to whom he is responsible, or if an employee is absent without leave and without notice on two or more days from his/her regular place of duty, the administrator follows these procedures:
   
a. More than one conference must be held with the employee at which time specific deficiencies should be discussed. A record shall be made of these conferences. In the case of absences without leave or notice, dates of absences and circumstances surrounding the occurrences are to be reported.

b. If no improvement results from these conferences, the employee is to be notified in another conference.

c. At such time as a decision is made to dismiss, a preliminary report shall be made to the chief personnel officer before the employee is notified.

d. The employee is to be notified in person and in writing that his services are to be terminated and the reasons for this action. The employee is to be advised of his/her right to appeal to the Office of Professional Standards chief personnel officer, and his/her right to ten days’ notice.

e. Notice shall be formally given at that time.

f. The date of dismissal and period of notice should be so that school board action is possible before the termination date.

School Board of Volusia County, FL Request for Adoption (November 9, 2022)

CODING: Words stricken are deletions; words underlined are additions.
g- A detailed report is required from the administrators along with a report from any other personnel, such as a head custodian who may have been involved in the matter. All required reports with copies of correspondence with the employee shall be attached to the PAR and sent to the personnel department.

gh- The employee has the right to a hearing by the superintendent and by the board. All individuals involved would be expected to attend.

3. When an employee is charged with misconduct, the principal/department head should contact Professional Standards who may initiate the termination process. The same procedure should be followed as in paragraph 2. If the misconduct is such that immediate termination is recommended, the administrator should contact the superintendent and request that the employee be suspended.

4. The superintendent has the authority to suspend from duty any employee, when in his opinion his continued employment would not be in the best interests of the School Board of Volusia County.

5. Such suspension shall be reviewed by the board at the next meeting, at which time the employee will either be restored to duty, or dismissed from the school system.

6. The school board has the right to refuse to accept a resignation from an employee who fails to give sufficient notice, terminating his employment instead by dismissal.

7. The board has no authority to pay an employee in lieu of notice, and no provision of this policy will be construed to mean that prior notification is mandatory to the board.

Legal Authority:
230.23(5), 230.33(7)(h), Florida Statutes

History:
(Adopted -- December 17, 1974)

(Revised – xx-xx-xxxx)