

## **SEPARATION FROM EMPLOYMENT**

Under Washington law, the superintendent has the authority to issue an appropriate notice of probable cause for discharge or nonrenewal to any certificated staff member. The board of directors will consider the notice of probable cause for a certificated staff member, or the superintendent's recommendation regarding the discharge of a classified staff member, and render a decision regarding the discharge or nonrenewal. A notice of discharge will include notice of any appeal rights the employee may have and notice of the appeal processes.

### **A. Certificated Staff Member Release from Contract**

Upon request, a certificated staff member may be released from contract under the following conditions:

1. A letter requesting release will be submitted to the Superintendent's office. If accepted by the board, the staff member may be released from contract.
2. 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.
3. A release from contract may be granted by the board in cases of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the District.
4. Each request will be reviewed and a decision rendered based on the totality of the circumstances. The needs of the district and continuity of the educational program offered to students will receive primary consideration in the board's decision.

### **B. 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 the contract period are requested to notify the superintendent of their resignation or retirement by April 1.

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

### **C. 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.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date.



28A.405.470	Mandatory termination of certified employees
28A.410.090	Revocation of authority to teach
41.32.240	Membership in system-- Procedure when exempted person desires 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 180-86	Policies and procedures for administration of certification proceedings
180-87	Acts of Unprofessional Conduct
180-44-060	Drugs and alcohol--Use of as cause for dismissal
Chapter 392-191 WAC School Personnel—Evaluation of the Professional Performance Capabilities	

Management Resources:      2015 – Policy and Legal News-December Issue

**Orondo School District #13**  
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