

# Houston County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Separation Practices for Non-Certified Employees</b>	Descriptor Code: <b>5.1011</b>	Issued Date: <b>07/08/13</b>
		Rescinds: <b>5.202</b>	Issued: <b>04/14/08</b>

## **SUSPENSION**

A director of schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup> Before an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given a written decision of the suspension.

Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, (whereby the suspension is deemed unwarranted) the employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

## **DISMISSAL**

All non-certified (classified) employees are employed at the will of the director. The director of schools may dismiss any non-certified employee during the contract year for any reason.

## **RESIGNATION**

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the director of schools for justifiable reason.

The immediate supervisor shall forward copies the day received to the director of schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

## **RETIREMENT**

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.

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Legal Reference:

1. TCA 49-2-301(b)(1)(EE)(FF)