

PERSONNEL

Dismissal/Placement on Probation

A. Licensed Personnel

- ~~1. When the teacher is placed on probationary status, effective immediately, the employee will be reduced in salary by two (2) steps for the duration of the probationary period.~~

B. Classified Personnel

1. Generally

~~A classified employee may be dismissed or placed on probation for failure to satisfactorily perform assigned duties, non-compliance with school board policies or division regulations, or for other good and just cause.~~

2. Procedures

- ~~A principal or department head who has supervisory authority over an employee may recommend his/her dismissal or placement on probation to the Superintendent or his/her designee. The principal or department head shall inform the employee of this recommendation by written notice setting forth the reason(s) for such action and provide a summary of evidence supporting the action in writing, and in a personal interview, if the employee requests such interview.~~
- ~~A copy of the written notice setting forth the reason(s) for the recommendation for dismissal or placement on probation shall be provided to the Assistant Superintendent, Human Resources. This notice shall also be furnished to the employee. The Assistant Superintendent, Human Resources or his/her designee shall interview all witnesses and/or victims, prepare and sign a written report summarizing what the witnesses and/or victims report, and obtain written statements of the witnesses or report in writing why the witnesses would not sign a statement. If the Assistant Superintendent, Human Resources will hold the hearing pursuant to subsection c, a designee shall investigate the matter and prepare the required report.~~
- ~~An employee who is recommended for dismissal or placement on probation shall be afforded a hearing before the Assistant Superintendent, Human Resources or designee. The purpose of the hearing will be for the principal/department head to explain the reason(s) for the recommendation, to present evidence supporting the~~

- ~~recommendation and to give the employee an opportunity to respond to the allegations.~~
- ~~d. Following the hearing, the Assistant Superintendent, Human Resources, or that of a designee, shall give written notice of the action taken to the employee, the Superintendent and the School Board.~~
- ~~e. For matters specified as grievable, classified employees shall have access to grievance procedures as established in division regulation 4-3.2. However, the decision of the Assistant Superintendent, Human Resources, or that of a designee, shall be final unless the employee timely files an appeal of the matter.~~
- ~~f. When an employee is placed on probationary status, the employee will be reduced in salary placement by two steps for those employees on a step scale, or by six (6) percent for those employees on an open range scale for the duration of the probationary period.~~

Editor's Note

*See the legal references to School Board Policy 4-18.
For grievance procedure see Division Regulation 4-3.1.*

Related Links

School Board Policy 4-18:

School Board Regulation 4-3.1

~~Approved by Superintendent: January 18, 1994~~

~~Revised by Superintendent: January 16, 1996~~

~~Revised by Superintendent: June 18, 1998~~

~~Revised by Superintendent: September 6, 2002~~