

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Employment

Policy No. 602.12

Policy Title: Dismissal

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The non-certified employee is employed as an "employee-at-will". The "employment period" and other terms and descriptions set out in the job description and the policies pertaining to the non-certified employee shall not create a property right in the employee and are set forth only to advise the employee when and what type of services will be required by the district so long as employment continues. Nothing herein shall require a probationary period or hearing prior to dismissal.

Supervisors are charged with the responsibility of maintaining records on cases under their supervision. Documentation is considered to be of the utmost importance, and documentation collected for probationary cases shall be adequate. Supportive evidence for cases which require immediate handling shall be written and forwarded to the district superintendent's office.

Recommendations for discharge of any such employee must be submitted to the superintendent or his/her designee(s). Dismissal must be made by those who have been designated as having the authority to make this decision.

Notice of dismissal must be in writing. This notice must contain the dismissal date and any other check-out procedures to be followed by the affected person. Extenuating circumstances may make it necessary to make an immediate dismissal.

The employee's final paycheck will be processed at the appropriate time upon proper notification to the district office.

Nothing herein shall limit the ability of persons to testify at any hearing regarding the non-certified employee's employment status with respect to recorded or unrecorded observations and/or conversations with or pertaining to the non-certified employee.

Date of Adoption: 3/10/87

Amended: 11/10/87, 9/10/90, 4/8/96

Reviewed: 2011, 2021