

TERMINATION OF EMPLOYMENT, PROBATION AND NONRENEWAL: 5280

A. Release from Contract

A certificated staff member may be released from contract under the following conditions:

1. A letter requesting release shall be submitted to the Superintendent's office. If accepted by the Board at its next meeting, the staff member shall 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 case 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 shall be determined upon its own merits. The needs of the district and continuity of the educational program offered to students shall 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 their 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 thirty (30) days prior to their retirement date. Because of their contribution to the children of the district, retiring staff shall be given appropriate recognition. The Business Services office may assist them in making arrangements for their retirement benefits.

D. Probation, Non-renewal or Termination

Classified staff are hired on provisional status in accordance with their respective collective bargaining agreements. During that period of time, they are subject to termination without advance notice. Upon satisfactory completion of the contractual number of consecutive days of service, a classified staff member may be granted regular status. Regular status classified staff are employed on a month-to-month basis and shall be provided at least ten (10) days notice before termination. Such staff member shall be entitled to an informal pre-termination meeting with the Superintendent/or designee prior to any action taken by the Board of directors.

The Superintendent shall develop procedures to implement this policy except that any staff agreement in effect shall supersede this policy.

Adopted and Revised under Policy Governance - 10/11/11; 2/11/14
Formerly Policy – 5250; Adopted or Previously Revised - 9/25/07

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Legal References:	RCW 28A.400.300	Hiring and Discharging of Employees – Written leave policies of employees transferring between school districts and other educational employers
	28A.400.320	Mandatory termination of classified employees
	28A-400.340	Discharge Notices Include Appeal Rights
	28A.405.140	Assistance for teacher may be required after evaluation
	28A.405.210	Conditions and contracts of employment – Determination of probable cause for non-renewal of contracts – Notice – Opportunity for hearing
	28A.405.220	Conditions and contracts of employment –Non-renewal of provisional employees –Procedure
	28A.405.300	Adverse change in contract status of certified employee – determination of probable cause – notice – Opportunity for hearing
	28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract – hearings – Procedure
	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
	41.404.023	Membership
	41.41	State Employees’ Retirement – Federal Social Security
	WAC 181-86	Policies and procedures for administration of certification proceedings
	180-44-060	Drugs and alcohol – Use of as cause for dismissal
	181-87	Acts of Unprofessional Conduct