

**SEPARATION OF AT-WILL EMPLOYEES<sup>1</sup>**

Whenever possible, support personnel are requested to give notice of intention to terminate employment two weeks prior to resignation. Written notice of resignation should be addressed to the Superintendent and presented to the employee’s immediate supervisor.

The Superintendent is authorized to discharge ancillary employees.<sup>2</sup> The employee may be suspended during any investigation of which the employee is the subject. The Board shall be notified of any suspension and/or discharge.

The Superintendent may terminate at-will employees at any time, with or without cause.

**End of Manvel School District #125 Policy DKBA..... Adopted: 1/13/20**

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<sup>1</sup> Do not adopt this policy if you issue contracts to classified staff.

<sup>2</sup> This is only one option. The Board can also designate itself as the body responsible for terminating the employment of classified staff.