

Descriptor Term: SEPARATION /TERMINATION (Rules-of-Procedure) - Classified Personnel

Descriptor Code: GCN

Replaces: GCN

Board Approved: 6/26/2006

Previously Approved: 11/02/1998

All classified employees are employed at will under the direct supervision of their immediate supervisor. Classified employees may be recommended for termination by their immediate supervisor to the Superintendent or designee. Such recommendation will be in writing, with a copy to the affected employee. The affected employee will be suspended without pay as of the date of the supervisor's written recommendation.

Any classified employee aggrieved at the recommendation of his or her supervisor that he or she be terminated may appeal in writing to the Superintendent or designee within five (5) days from the date of receipt of a copy of his or her supervisor's recommendation of termination. If the employee does not appeal in writing to the Superintendent within five (5) days of the termination, the recommendation of the supervisor is final. The employee's written notice of appeal will include an explanation of all reasons that he or she feels the supervisor's recommendation to be erroneous. Within ten (10) days of receipt of the employee's written notice of appeal, the Superintendent or designee will notify the classified employee and his or her immediate supervisor that the recommendation is overruled or that the classified employee is terminated.