	Employment, Discipline, and Dismissal	**Personnel Policy 4010**
Policy Statement	• The Board is vested with the authority to establish terms and conditions of employment and to discipline employees for misconduct. • Although progressive discipline is encouraged, it may not be used in all circumstances. • Employees shall be granted appropriate due process throughout the disciplinary process. • Final decisions on employment and termination rest with the Board. Professional Staff • All professional positions shall be established by the Board which shall approve the broad purpose and function in accordance with state law and regulations and a statement of job requirements. • The Superintendent shall have a job description prepared and maintained for each position. • All applicants for professional positions must meet licensure requirements of the state. Classified Staff • The Board shall establish and budget for all classified staff positions within the District. • The Superintendent shall have a job description prepared and maintained for each position. • All new classified staff shall serve a probationary period in accordance with collective bargaining agreements or District regulations. This applies to former employees who are re-hired or employees promoted to new positions. • The Superintendent is authorized to accept the resignation of any classified staff member to be effective at a time the Superintendent designates.	
Responsibility	The Superintendent and Board leadership shall be responsible for compliance.	
References	14 Del. C. §§1005, 1049, 1092, 1094, 1210-1223, 1270-1274, 1401-1420 Related policies: 2005 Board Member Ethics; 4002 Nondiscrimination in Employment; 4009 Schedules, Salaries, and Benefits	

	Related documents: Red Clay Consolidated School District Administrative Memoranda "Administrative Vacancies," "Employment Outside of District Administrative Assignment," "Employment Position Review," and "Half-Day Substitutes"; Red Clay Consolidated School District Employee Handbook	
Adoption Date	Date of manual adoption (as GCA, GDD, GDG, GDPB, and GDPD), 09/21/1988 (as GCEA)	
Revision/ Reapproval Date		