Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in January	**Separation Practices for Non-Certified Employees**	**5.202**	**03/03/25**
		Rescinds:	Issued: **04/14/08; 07/08/13**

SUSPENSION

The Director of Schools/Designee may suspend an employee at any time when deemed necessary.[1]

Under no circumstances shall a Director of Schools/Designee suspend an employee with pay. If reinstated, the employee shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL

All non-certified employees are employed at the will of the Director of Schools. The Director of Schools may dismiss any non-certified employee during the year for any lawful reason.

RESIGNATION

Support personnel shall give the immediate supervisor written notice of resignation ten (10) working days in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools/Designee for justifiable reason.

The immediate supervisor shall forward copies the day received to the Director of Schools' office. The payroll office will prepare final payment for the next appropriate scheduled pay day.

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to obtain verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits.[2]

Legal References

1. TCA 49-2-301(b)(1)(EE), (FF)
2. TCA 8-36-805

Cross References

Recommendations and File Transfers 5.203