

## EVALUATION, RESIGNATION, AND TERMINATION

### I. Evaluation

- A. All personnel in the Waterville Central School District (the District) shall be subject to a continuous program of supervision and evaluation in order to promote improved performance and to make decisions regarding the occupancy of positions.
- B. The process of evaluation during the probationary period shall be intensified and adequately documented to support the administrative recommendations regarding continued employment.
- C. The Superintendent shall establish procedures for evaluation of all professional and non-professional staff.
- D. The supervision and evaluation of the instructional staff shall be guided by the contractual agreement and the Annual Professional Performance Review Plan adopted by the Board of Education (the Board).

### II. Resignation

Employees shall submit their resignations in writing to the Superintendent as follows:

- A. At least thirty (30) days prior to leaving for professional staff.
- B. At least two weeks (10 working days) prior to leaving for non-instructional staff.
- C. Resignation notices of a shorter duration may be accepted and approved when mutually agreed upon.

### III. Termination

Termination of employment will be carried out in compliance with applicable laws, regulations and negotiated agreements.