

Separation from Employment

1. Resignation or Retirement

Non-instructional employees are expected to give at least two (2) weeks' notice before leaving the employ of EASTERN.

2. Separation for Cause

The employment of a non-instructional staff member may be terminated at any time for those causes set forth in federal and state law or as set forth in these procedures or for economic reasons. Cause for purposes of termination includes but is not limited to:

- a) incompetency,
- b) theft,
- c) falsifying personnel or EASTERN records,
- d) negligence in taking safety precautions where necessary,
- e) tardiness without reasonable excuses,
- f) absences without reasonable excuses,
- g) reporting to work under the influence of alcohol or illegal drugs,
- h) gambling,
- i) sale or use of harmful drugs or intoxicating alcohol on the premises,
- j) fighting,
- k) use of abusive language or anti-racial or discriminatory remarks,
- l) insubordination,
- m) improper moral behavior,
- n) sexual harassment,
- o) improper association with students,
- p) sleeping on the job,
- q) leaving premises without permission during working hours,
- r) unauthorized use of EASTERN property,
- s) persistent and willful violation of the standards and practices established for the position.

Unless the termination of service is for cause, reasonable notice shall be given every non-instructional employee before employment is terminated.

3. Retirement

Enrollment in the Public School Employees' Retirement System by both full-time and part-time employees will be as required by law.