



Capital School District

Board of Education Policy

Section: Human Resources
Title: Suspensions, Lay-Offs & Transfers of Non-Professional Personnel
Policy #: 500-16
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

To provide information to employees regarding personnel rights.

SUSPENSIONS, LAY-OFFS AND TRANSFERS OF NON-PROFESSIONAL PERSONNEL

SUSPENSION OF NON-PROFESSIONAL PERSONNEL

The Superintendent has the authority to suspend non-professional employees when the appropriate administrator makes such recommendation. Suspension may be temporary in nature, but it may be extended while the employee's record or circumstances are investigated to determine if the employee should be dismissed. Suspensions may occur for, but are not limited to:

- Insubordination
- Dereliction of duties
- Immorality
- Serious misconduct of an employee
- Serious damage to the district image
- Consistent absenteeism/tardiness

Prior to suspension, the employee will be counseled on the length of his suspension and the reasons for the suspension.

LAY-OFF OF NON-PROFESSIONAL PERSONNEL

Non-professional employees may be laid off as a result of budgetary cutbacks or reductions in the number of authorized positions by the State of Delaware. Permanent employees (over 90 days) will receive two weeks written notice in the event of a lay-off.

At the time of such lay-off, the employee will be counseled on the temporary or permanent nature of the lay-off. In the event the lay-off is permanent, the district will provide what assistance it can in helping the employee find other employment. Should the cause of the lay-off be terminated and the position be reinstated, the employee will be reinstated.

TRANSFER OF NON-PROFESSIONAL EMPLOYEES

Based on the needs of the school district, non-professional employees may be transferred (temporarily or permanently) in the district at an equal pay position with the related duties of their former position. Any

such transfers will be discussed with the employee prior to the effective date of the transfer. All transfers will be made in the best interest of the school district.

VOLUNTARY TERMINATION OF EMPLOYMENT – NON-PROFESSIONAL EMPLOYEES

TERMINATION – NOTICE REQUIRED

Non-professional employees are required to give written notice to their immediate supervisor at least ten working days prior to their termination date. Employees in positions that require extensive training are encouraged to give more than ten working days notice, if possible.

Failure to comply with the written notice requirements will result in no-paid-accrued vacation, if the employee is entitled to vacation.

PAYMENT FOR ACCRUED VACATION

Non-professional employees will be entitled to be paid for any accrued vacation when they provide the notice required. Vacation time will be pro-rated on the number of whole months worked during a fiscal year and will be rounded off the nearest whole day.

INVOLUNTARY TERMINATION OF EMPLOYMENT – NON-PROFESSIONAL EMPLOYEE

Permanent (more than 90 days) non-professional employees may be terminated for good cause and will be given two weeks notice. Probationary employees may be terminated without two weeks notice if it is determined that they are not suited for the job for which they were hired.

Permanent employees may be terminated upon recommendation of the appropriate administrator to the Superintendent. Employees may be terminated for such causes, but not limited to insubordination, incompetence, persistent neglect of duties, immorality, falsification of job application, conduct unbecoming an employee, chronic, excessive absenteeism, damage to the district image, etc.

NOTIFICATION OF ABSENCE

Every employee in the district is to have a designated person and an alternate to call in the case of absence. The employee's immediate supervisor will establish this call-in procedure. Employees must give proper notification in the case of absence. Failure to do so may result in a loss of pay, and repeated failure will result in dismissal or suspension. If the employee has made every effort to contact his supervisor or designee, he should leave a message with the District Office Receptionist and leave a number where he/she can be reached.

VACATIONS AND HOLIDAYS FOR NON-PROFESSIONAL EMPLOYEES

Vacations, holidays and other pertinent information regarding employee rights and grievance procedures are contained in the various support personnel contract agreements.

REIMBURSEMENT OF EXPENSES FOR NON-PROFESSIONAL EMPLOYEES

Non-professional employees are entitled to reimbursement of expenses that are incurred in carrying out their assigned duties and responsibilities. The supervisor whose budget will be charged for such

expenses will approve such expenses in advance. The employee will keep an accurate record of such expenses and will submit receipts for all expenses where it is reasonable and practical. These reimbursable expenses must be able to stand audit, meet the guidelines of the district budget and meet the rules and regulations for expenses as set forth by the District Business Manager.

NON-SCHOOL EMPLOYMENT BY NON-PROFESSIONAL EMPLOYEES

No full-time non-professional employee may have outside employment that interferes in any way with his/her job in the school district. This interference could include interference with the working hours or interference with the employee's work performance.