

## **414.04 Support Staff Dismissal**

Friday, August 11, 2023

### **SUPPORT STAFF DISMISSAL**

Any classified employee who is discharged from a position or whose position is eliminated will receive two weeks, ten (10) working days, notice of the decision from the administrator supervising the employee. The notice will be conveyed verbally and in writing, with the written notice containing reasons for the decision.

If the employee is requested to vacate the position immediately, he/she will receive two weeks pay but will lose accumulated annual leave and sick leave time. If an employee quits without notice, he or she will be paid to date and will lose all accumulated annual leave and sick leave time. If an employee leaves a position at his or her discretion after receiving a termination notice, he or she will be paid for the time worked but will lose all accumulated annual leave and sick leave time. If an employee has been given two weeks notice of discharge because of his or her inability to perform certain assigned jobs satisfactorily when working to the best of his or her ability, he or she shall receive full pay and full accumulation of annual leave to the date of his or her termination.

It shall be the responsibility of the superintendent to handle the dismissal of support staff. A support staff member may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, willful violation of board policy or administrative regulations, or a violation of the law.