

P4525 TERMINATIONS

BOARD POLICY:

Termination of employment, except in emergency situations, shall be preceded by two weeks' notice by the employee to the supervisor and Human Resources or by Human Resources to the employee.

Administrative Implemental Procedures:

1. Notices of resignation shall be in writing and shall give the reason for termination.
2. In the event it is necessary to make a reduction in force due to lack of work, completion of assignment, or lack of funds, the Human Resources Office shall make a thorough analysis of the situation, consulting with such staff members as may be concerned. In arriving at individual determinations, the specific factors weighed shall include: performance, length of employment, need, and the possibilities involving a classification or grade reduction. Refer to BOE Policy 4530 - *Classified Reduction In Force* for details outlining procedures to be used in selection of employees for a reduction in-force.
3. Two weeks' notice of termination due to failure to improve from a Plan of Assistance shall be given when termination is due to circumstances not initiated by the employee. (Except probationary employees—refer to BOE Policy 4524 - *Probationary Status*)
4. When it appears to an employee's immediate supervisor that the employee's work performance is not satisfactory, the supervisor must schedule a conference with the employee. A Plan of Assistance is designed to be helpful. It is initiated when other means of the assistive process have not been successful and the supervisor determines that the classified employee needs additional assistance and support to maintain or achieve an acceptable level of performance.
 - a. The Plan of Assistance shall be in writing and a copy given to the employee within five working days after the Plan of Assistance conference. When employees are scheduled by the supervisor and/or administrator to attend a special conference which includes a disciplinary Plan of Assistance, the employees have the right to have a representative of their choice attend the conference with them. The supervisor should inform employees of this right. The supervisor should offer suggestions to the employees and help direct them toward improvement. The supervisor will summarize this conference by using the Human Resources form entitled *Personnel Conference Summary*.
 - b. An employee whose work performance is determined as not being satisfactory may be placed on probation as part of the conference with the employee. Normally, the probation period should not exceed 90 days, and no employee should be dismissed earlier than 15 working days following the first scheduled evaluation conference. The supervisor should make every attempt to work with the employee during the probationary period. The supervisor may recommend termination during the probationary period if the employee's work performance does not show satisfactory improvement.
 - c. A regular employee who is returned to probationary status and terminated due to poor performance will not accumulate earned vacation days during the probationary period.

5. Employees terminating for any reason are charged with returning any and all property belonging to the Board which they may have in their possession.

Administrative Responsibility: Human Resources

Latest Revision Date: October 2011

Previous Revision Date: April 2011 P4525

Reference: *Policies and Procedures for Classified Personnel*