

PERSONNEL

Probation, Non-renewal or Termination

A. Certificated Employees

The employment contracts of individual certificated employees may be non-renewed at the end of the employee’s contract period by the superintendent. Such non-renewals may be based upon unsatisfactory performance or changes in the district’s financial circumstances and/or staffing needs. Except for “provisional employees,” non-renewals for unsatisfactory performance shall be preceded by a probationary period.

The superintendent shall establish procedures to assist those certificated employees whose performance, through the evaluation process, does not meet minimum requirements. The district may require the certificated employee to participate in training provided by the district in the area of teaching skills needing improvement.

B. Classified Employees

Classified employees are granted probationary status during the first 6 months of employment. During that period of time, they are subject to termination without advance notice. Upon satisfactory completion of the probationary period, a classified employee may be granted regular status.

Regular status classified employees are employed on a month-to-month basis and shall be provided at least two-weeks notice before termination. Such classified employee may request a pre-termination meeting with the superintendent prior to any action taken by the board of directors. A request for a pre-termination meeting must be submitted in writing, within five (5) working days following the notice of termination.

Cross References: Board Policy 5222 Evaluation of Nonadministrative Employees

Legal References: RCW 28A.405.300 Adverse change in contract status of certificated employees – Determination of probable cause – Notice – Opportunity for hearing

RCW 28A.405.210 Conditions and contracts of employment – Determination of probable cause for non-renewal of contracts – Notice – Opportunity for hearing

RCW 28A.405.220 Conditions and contracts of Employment – Non-renewal of Provisional employees -- Procedure

RCW 28A.405.140 In-service training for teacher may be required after evaluation

RCW 28A.400.340 Discharge Notices Include Appeal Rights

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