

TERMINATION OF EMPLOYMENT

The superintendent has the statutory authority to issue probable cause for termination to a certificated staff member. The board shall consider the termination of a classified staff member based upon the recommendation of the superintendent. The notice of termination shall include notice of any appeal rights the employee may have and notice of the appeal processes.

1. Release from Contract

A certificated staff member may be released from contract under the following conditions:

- A. A letter requesting release shall be submitted to the superintendent's office. If accepted by the board at its next meeting, the staff member shall be released from contract.
- B. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
- C. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.
- D. Each request shall be determined upon its own merits. The needs of the district and continuity of the educational program offered to students shall receive primary consideration in the board's decision.

2. Resignation

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period are requested to notify the superintendent of their resignation or retirement by April 1.

Those staff who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

3. Retirement

Staff shall participate in the retirement programs under the Federal Social Security Act and the

Washington State Teachers' Retirement System or the Public Employees' Retirement System. Payroll deductions shall be made and paid into the respective retirement programs in the manner prescribed by law.

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to April 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date. Because of their contribution to the children of the district, retiring staff shall be given appropriate recognition. The district office may assist them in making arrangements for their retirement benefits.

4. Probation, Non-Renewal or Termination

The employment contracts of individual certificated staff may be non-renewed at the end of the staff member's contract period by action of 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 staff whose performance, through the evaluation process, does not meet minimum requirements. ~~The district may require the teacher to take in-service training provided by the district in the area of teaching skills needing improvement. Any adverse change in contract status of a certificated employee will be made in accord with the provisions of RCW 28A.405.~~

Beginning with the 2015-16 school year, evaluation results for certificated classroom teachers, certificated principals and assistant principals must be used as one of multiple factors in making human resource and personnel decisions. Human resource decisions include but are not limited to: employee assignment, including the consideration of an agreement to an assignment by an appropriate teacher, principal and superintendent and reduction in force. The district will not be limited in its ability to collectively bargain how the multiple factors will be used in making human resource and personnel decisions, but the evaluation results must be a factor.

The failure of any evaluator to evaluate or supervise or cause the evaluation or supervision of certificated classroom teachers, certificated support personnel or administrators in accordance with the revised evaluation system, when it is his or her specific duty to do so, will be sufficient cause for the non-renewal of any such evaluator's contract under RCW 28A.405.210 or the discharge of such evaluator under RCW 28A.405.300.

- 28A.405.210 Conditions and contracts of employment cause for Determination of probable non-renewal of contracts--Notice--Opportunity for hearing
- 28A.405.220 Conditions and contracts of employment--Non-renewal of provisional employees-- Procedure
- 28A.405.300 Adverse change in contract status of certificated employee--Determination of probable cause--Notice--Opportunity for hearing
- 28A.405.310 Adverse change in contract status of certificated employee, including non-renewal of contract—Hearings—Procedure
- 28A.405.470 Mandatory termination of certified employees
- 28A.410.090 Revocation of authority to teach
- 41.32.240 Membership in system--Procedure when exempted person desires membership--Continuation of for exemption--Persons formerly exempt, minimum period to qualify retirement allowance

Policy No. 5280
Personnel

- 41.33.020(6) Terms and provisions of plan
- 41.40.023 Membership
- 41.41 State Employees' Retirement--Federal Social Security

- WAC 180-86 Policies and procedures for administration of certification proceedings
- 180-87 Acts of Unprofessional Conduct
- 180-44-060 Drugs and alcohol--Use of as cause for dismissal
- 392-191 Professional Growth and Evaluation of School Personnel

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Woodland School District #404
