

GDQ - TERMINATION OF SUPPORT PERSONNEL

SUSPENSION/DISMISSAL - If at any time during the employment of a support staff employee there is an indication that he or she is not carrying out his or her duties as assigned, he or she may be suspended from that duty immediately, and further action, including dismissal, may be recommended by the Superintendent.

The Superintendent may suspend a support staff employee at any time when deemed necessary.

Support personnel may have their employment terminated at anytime pursuant to the dismissal terms of that employee's contract, for violation of school policy, for violation of any law, or for other matters deemed appropriate by the Superintendent. Support employees are not entitled to a hearing before the Board unless that right is expressly granted in the employee's employment contract. If such an employee is entitled to a hearing, the hearing will be conducted in accordance with the procedures set forth in Department of Education Rule 204.01.

RETIREMENT/RESIGNATION – Upon retirement or resignation, support personnel will give the immediate supervisor written notice of resignation at least two (2) weeks in advance of the effective date of voluntary termination. This requirement may be waived by the Superintendent upon request for justifiable reasons.

REDUCTION IN SUPPORT STAFF WORK FORCE – When the Board finds it necessary to reduce the number of full-time and/or part-time support staff positions for reasons of declining enrollments, budget reduction, change in or consolidation of Board-authorized programs, or for any other reason determined necessary or desirable by the Board, the decision to implement the reduction in force shall be made at the sole discretion of the School Board.

TIMELY RETURN OF CONTRACTS - Support staff issued an employment contract for continued employment with the District are required to return such contracts in a timely manner. Employees will be notified with their contract the time in which contracts are to be returned to the Superintendent's Office. If a contract has not been returned by the deadline, it will be assumed that the employee has voluntarily resigned and will not be returning to the District.

EXIT INTERVIEW – Upon termination from the District, employees should make an appointment with the Superintendent's Office to discuss compensation and benefits as appropriate, including the right to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and to sign separation paperwork. Although not required, separating support staff may request an exit interview with the Superintendent. The Superintendent and/or School Board may also request an exit interview with the separating support staff member.

This policy may be affected by a collective bargaining agreement.

Statutory/Regulatory/Policy/Handbook Cross References

NH Code of Administrative Rules ED 204.01 (Board Hearings)
Handbook (Referenced in Handbooks)

APPROVED/REVISED: July 20, 2006, October 15, 2009