



TERMINATION OF EMPLOYMENT

1. Termination of Nonrepresented Staff

Classified staff whose performance does not satisfy the needs of the district shall receive written notification from the administrator. Such written notice shall contain the following information:

- A. Subject to the action of the board of directors, the final date of employment with the district.
- B. The right to request a pre-termination meeting within five (5) working days following notice.
- C. Notice of any appeal rights that the employee may have and notice of the appeal processes.

At the pre-termination meeting, the staff member shall be entitled to be advised as to the reason(s) why the month-to-month employment agreement is being terminated and an opportunity to respond to any of the reasons presented. Upon the request of the staff member who is being recommended for termination, the board shall meet with the staff member to determine if termination action shall be taken.

2. Reduction in Force Administrative Procedures

This reduction in force policy is prepared with special consideration to the size of the school district and the fact that both staff and program offerings are substantially more limited than is the case in larger school districts within the state of Washington.

The following administrative procedures shall be used to implement the policy set forth above:

- A. Guidelines for reduction in programs and services:
 1. In its efforts to provide an educational program within the district's financial resources, the board shall, as much as practicable, make reductions in expenditures such as: travel, supplies, and materials and equipment before the reduction in staff.
 2. If the educational program and services of the school district must be reduced, modified, or eliminated, the following guidelines shall be taken into consideration in determining the programs and services to be retained, reduced or eliminated:
 - a. The programs to be retained shall attempt to minimize the consequences of program reductions upon students.
 - b. Health and safety standards will be maintained.
 - c. Priority will be given to those books and supplies used by students in fulfilling basic classroom objectives.
 - d. When revenues are categorical and depend upon actual expenditures rather than budgeted amounts, every effort will be made to maintain these programs to the limit of the categorical support.