



TERMINATION OF EMPLOYMENT OF CLASSIFIED, NON-REPRESENTED STAFF

This policy shall apply to the employment of those classified, non-represented employees who are not issued an annual employment contract. 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.

1. Probation and Termination of Probationary Employees

Non-represented staff are granted probationary status during the first 90 days of employment. During that period of time, they are subject to termination without advance notice. Upon satisfactory completion of 90 days of consecutive service, a non-represented staff member may be granted regular status. Non-represented staff are employed on a month-to-month basis and shall be provided at least 10 days notice before termination. Such staff member shall be entitled to an informal pre-termination meeting with the superintendent prior to any action taken by the board of directors.

2. Program and Staff Reductions

Program and staff reductions may be required as a result of enrollment decline, failure of a special levy election, or a reduction in revenue or available resources to continue programs. The board shall, after a review of such indicators as test results, community surveys, informal and formal statements of support and/or opinion, and the district's statement of philosophy, identify those educational programs and services which shall be reduced, modified or eliminated.

When the reduction, modification or elimination of programs and/or services necessitates a reduction in staff, the board shall retain staff members based upon qualifications and experience necessary for the retained positions and applicable collective bargaining agreements.

Legal References:

- RCW 28A.400.300 Hiring and Discharging Employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools
- RCW 28A.400.320 Mandatory termination of classified employees
- RCW 28A.400.340 Discharge notices include appeal rights

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