

AR GCN-R Classified Employee Separation (Termination of Employment)

Issued ~~4/17, 00/21~~

The district is committed to maintaining a competent workforce and a safe and respectful learning environment for all members of the Richland One community.

Employees may be dismissed for actions that are not in the best interest of the students and the district, including, but not limited to, theft, acts of aggression, insubordination, violation of ~~the Acceptable Use Policy (AUP) policies~~, ethical violations, and corporal punishment. When necessary, the superintendent may place a classified employee on leave of absence with pay pending an investigation or review. Pending a review, the superintendent then reserves the right to terminate.

The district will not tolerate acts of aggression, harassment, or violence on any district site or at any ~~district-district~~-sponsored activity. This policy includes, but is not limited to, verbal and/or physical aggression; attacks; threats; harassment; intimidation; bullying; domestic violence; possession, display, or threat of a weapon; or other disruptive behavior which causes or could cause a reasonable person to fear physical harm by an individual or group against any person and/or property.

Reports of aggression, harassment, violence, or threats of violence by or involving employees will be promptly investigated, and, if warranted, disciplinary action up to and including dismissal will be considered. The district will also notify law enforcement if it appears that an employee may have violated the law.

The following procedures will be used for dismissal of all classified employees.

A department head or principal may recommend to the office of human resource services that a classified employee be dismissed when such action is deemed necessary. This recommendation will be made in writing, stating the reasons for the recommendation, and will be accompanied by whatever documents may be required by the office of human resource services. Recommendations will be reviewed by the appropriate ~~deputy~~-chief, and executive director, and a decision made in consultation with the office of human resource services. A copy of the causes for the ~~recommended~~ dismissal will be given to the employee by the department head or principal. Final decisions about the recommendation for termination will be issued by the office of human resource services.

Unprofessional or inappropriate conduct includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, or other telecommunication device, including, but not limited to, text messaging and instant messaging. Disciplinary action, including a recommendation of termination, may also be taken against any employee whose conduct the administration has determined has impaired the employee's ability to be an effective employee.

An employee who has been recommended for dismissal will be, depending upon the charges, either placed on administrative leave with or without pay immediately or allowed to continue working until a decision has been made as to his/her future employment.

An employee who is dismissed will be so notified in writing by the office of human resource services only. The notification will state the reasons for the dismissal and will inform the employee of the procedures for the appeal of the dismissal.

Classified employees who are absent for more than three consecutive days without calling their immediate supervisor or reporting for work are considered to have abandoned their position. The immediate supervisor should notify human resources within 24 hours or the next workday. Human resources will send a certified letter to the employee notifying them of the abandonment.

Appeals Procedure

~~One level of the termination decision may be made within five days of notification of termination initially to the principal, department head, or other person having final responsibility for the decision. An appeal of the decision may be made within five days of notification of termination initially to the principal, department head, or other person having final responsibility for the decision. The employee may take a further appeal of the termination to the superintendent or his/her designee. Finally, the employee may request a meeting with the board to discuss the appeal in accordance with the procedures outlined above-outlined procedures.~~

~~The decision at the first level is final.~~

Cf. GDQB; GBK

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Richland County School District One

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