

SUBJECT: PROFESSIONAL STAFF: SEPARATION**Certificated Staff**

A probationary certificated staff member may be discontinued at any time during his or her probationary period on the recommendation of the Superintendent and by a majority vote of the Board.

If the Superintendent will be submitting to the Board a negative recommendation for tenure or a recommendation to discontinue the services of a probationary certificated staff member, the Superintendent must give the probationary employee written notice 30 days prior to the Board meeting at which the recommendation will be considered. If a majority of the Board accepts the recommendation and votes to dismiss, the certificated staff member must then be given a written notice at least 30 days prior to the effective date of termination of services. The District will adhere to all other statutory timeframes.

The Board expects any certificated staff member desiring to terminate his or her services to provide the Superintendent or designee with a minimum of 30 days' notice before the effective termination date. When possible, a certificated staff member will make every effort to terminate employment at the end of the school year. Resignations must be in writing and include the effective date.

Support Staff

Employee resignations should be submitted in writing to the Superintendent or designee with a minimum notice of fourteen days. Resignation notices of a shorter duration may be accepted and approved when mutually agreed upon.

Terminations

Employees whose services are to be terminated may be given an opportunity to resign employment with the District.

Termination of employment will be carried out in conformance with applicable laws, regulations and negotiated agreements.

Education Law §§ 2509, 3012, 3019-a and 3031

Adopted: 6/22/99
Revised: 9/6/22