

BOARD PROCEDURE**Descriptive Code: GBN****SEPARATION (Contractual Employees)****Date: August 7, 2000**

In order to comply with legal requirements for dismissal (termination) of professional employees who hold a contract of employment, the Columbia County School System will enforce the following procedures as outlined in the Fair Dismissal Act (O.C.G.A. 20-2-940 through 20-2-943). Since the circumstances for dismissal fall into two categories, the procedures below are outlined to cover terminations during the school year as well as the annual April 15 deadline for notification of non-renewal of contract.

TERMINATION DURING THE SCHOOL YEAR

1. The principal or supervisor must notify the Associate Superintendent of the employee action which warrants termination of employment.
2. The Associate Superintendent will schedule an appointment to meet with the principal or supervisor and the Board attorney to review the evidence and documentation.
3. If the evidence supports termination, the Superintendent will prepare written notification of such intended action and deliver by certified mail to the employee at least ten days prior to the hearing date. The notice must include cause for suspension or dismissal, the names of known witnesses, a concise summary of the evidence to be used against him or her, time and place where the hearing will be held. The Superintendent will also advise the charged employee of the right to compulsory process or subpoena power.

TERMINATION AT TIME OF ANNUAL EVALUATION (APRIL 15 DEADLINE)

1. The principal or supervisor must notify the Associate Superintendent of contracted employees who will not be recommended for continued employment by the established deadline.
2. The Associate Superintendent will schedule a meeting with the principal or supervisor and the board attorney to review the case and documentation.
3. If termination is the decision, the principal or supervisor will write to inform the Superintendent that the employee will not be recommended for continued employment. **TIMELINE:** Last week in March if an extension is necessary.

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4. The Superintendent will notify the employee by certified mail prior to the April 15 deadline that he or she will not be recommended for continued employment. The notice shall inform the employee of the right to request a hearing within 20 days after receipt of the termination notice. Wording shall include, "You have the right to certain procedural safeguards before you can be demoted or dismissed. These safeguards include the right to notice of the reasons for the action against you and the right to a hearing. If you desire these rights, you must send to the School Superintendent by certified mail that you wish to have a hearing; and such statement must be mailed to the Superintendent within 20 days after this notice was mailed to you."
5. Upon receipt of the certified letter from the employee requesting a hearing, the Superintendent will schedule the hearing and prepare the written notice which contains the following: 1) cause for suspension or dismissal, 2) names of known witnesses, 3) concise summary of the evidence to be used against the employee, 4) time and place where the hearing will be held, and 5) advise of right to compulsory process or subpoena power.

ADOPTED: 05/10/88

REVISED:

Columbia County Board of Education