

Separation of At-Will Employees

Support staff are “at-will” employees.

At-will personnel are requested to give notice of intention to terminate employment at least two weeks prior to resignation. Written notice of resignation should be addressed to the Superintendent and presented to the employee’s immediate supervisor.

During the first six months of employment the decision to discharge may be made by the building or program administrator in consultation with the human resources manager. The Superintendent shall be notified and shall inform the Board.

The Superintendent is authorized to discharge, at any time, with or without cause, at-will employees who have served six or more months.

The employee may be suspended during any investigation of which the employee is the subject. The Board shall be notified of any suspension and/or discharge.