

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

GBCE

TERMINATION OF EMPLOYMENT

The Board recognizes that termination of employment can be either voluntary or involuntary. In all cases, the procedures used will be of a fair and consistent nature, taking into consideration the reasons for separation.

Approved: C - 6/23/82
Reaffirmed: C - 3/3/03

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY GBCE

TERMINATION OF EMPLOYMENT

1. Resignation is a voluntary separation from employment on the part of an employee for any reason. Normally, an employee shall submit a formal letter of resignation to his/her immediate supervisor at least 14 days prior to the effective date. This will be forwarded to the Personnel Manager for inclusion in the personnel file.
2. Layoff - Reduction in the work force due to budgetary restrictions and/or reduced workload. In the case of a layoff, immediate supervisors will notify affected employees as far in advance as possible. Consideration will be given to seniority and ability to perform work in the jobs not affected by the layoff when deciding which employees will be laid off. Employees will be called back to work on the basis of seniority and ability, and in conjunction with the district's Reduction in Force policy.
3. Dismissal - Involuntary separation from employment due to disciplinary infractions or inability to perform the work. In all cases, it is expected that the immediate supervisor has thoroughly investigated the incidents leading to the dismissal, documented by any action taken, and has applied discipline in a fair and consistent fashion. The immediate supervisor shall keep the Personnel Manager informed of any disciplinary actions in progress.
4. The Personnel Manager shall initiate the termination report, signed by the Assistant Superintendent. This form will be the only official notification to remove an employee from the payroll.
5. An exit interview should be conducted with every employee who is separating from employment regardless of the length of service, his position or the circumstances of his separation. The Personnel Manager will conduct all exit interviews, normally during the employee's last work day. Supervisors have the responsibility of notifying the Personnel Manager as soon as they know an employee is leaving.

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