

**RESIGNATION/RETIREMENT/SUSPENSION/DISMISSAL OF SUPPORT STAFF**

Classified employees will give at least two weeks written notice of intent to resign their jobs. Such notice will be submitted through the employee's immediate supervisor to the superintendent.

Except as the required notice is given, employees who have vacation time coming will not be paid for it upon leaving.

A longer notice of intent to resign is expected of administrative and supervisory personnel in non-instructional positions.

The Board and/or administration may suspend or dismiss any employee for incompetency, neglect of duty, immorality, insubordination or any other good or just cause. Suspension may be for a period not to exceed 10 working days, and shall be without pay. Dismissal means immediate termination of employment. Any person whose employment is terminated for any reason other than leave of absence forfeits all accrued rights and privileges.

Adopted: October 4, 1994

Revised: March 21, 1995