

PERSONNEL

Probation and Non-Renewal or Termination

CERTIFICATED STAFF

Certificated employees, defined as classroom teachers and certificated support personnel, whose performance does not meet minimum requirements based upon the specific categories for evaluation shall receive written notice no earlier than October 15. This section does not apply to provisional certificated employees. The administration shall exercise the following steps:

Administrator's Report

When an administrator determines on the basis of the specific categories for evaluation that the performance of a certificated employee does not meet minimum requirements, the administrator shall report the same in writing to the superintendent. The report shall include the following:

- A. The evaluation report; and
- B. A specific and reasonable plan for improvement.

Establishment of Probationary Period

If the superintendent concurs with the administrator that the certificated employee's performance does not meet minimum requirements, the superintendent shall place the certificated employee on probation for not less than 60 school days. The staff member shall receive written notice of the action which shall contain the following information:

- A. The specific area(s) of deficiency;
- B. A specific and reasonable plan for improvement which gives the certificated employee the opportunity to demonstrate improvement in any area of deficiency; and
- C. The duration of the probationary period;

Evaluation During the Probationary Period

- A. When appropriate, the administrator may utilize district certificated resource persons (e.g., consultants and other staff) who shall observe the certificated employee's performance and offer suggestions for improvement. During the probationary period the administrator shall meet at least twice monthly with the certificated employee to determine progress made and make a written evaluation.
- B. The certificated employee may be removed from probationary status at any time.

Administrator's Post-Probationary Report

At the end of the probationary period the administrator shall submit a written report to the superintendent. The report shall identify any improvement in the area(s) of deficiency and shall specify that the certificated employee has or has not demonstrated sufficient improvement in the stated area(s) of deficiency to justify removal from probationary status.

Action by the Superintendent

When the superintendent determines that the certificated employee has not demonstrated sufficient improvement in the stated area(s) of deficiency, the superintendent shall make a determination of probable cause for non-renewal of the certificated employee's contract and shall provide written notice to the staff member by May 15, or June 1 if the omnibus appropriations act has not passed the legislature by May 15. Such notice shall contain notice of any appeal rights the certificated employee may have and notice of the appeal processes.

Any certificated employee, except provisional employees, so notified shall be granted an opportunity for a hearing to determine whether or not there is sufficient cause(s) for non-renewal. The hearing may be "open" or "closed" depending on the wish of the certificated employee. Selection of the hearing officer and conduct of the hearing shall be in accordance with RCW 28A.405.310. Should the hearing officer's decision uphold the district's non-renewal action, the certificated employee may appeal to the superior court (RCW 28A.58.460-500).

Any certificated staff member who does not request a hearing shall be adversely affected as specified in the written notice.

PROVISIONAL EMPLOYEES

Provisional employees whose performance does not meet minimum requirements shall receive written notice from the superintendent by May 15, or June 1 if the omnibus appropriations act has not passed the legislature by May 15, that the district does not intend to renew the employment contract. Such notice shall cite the reason for such determination and shall contain notice of any appeal rights that the employee may have and notice of the appeal processes.

Within ten (10) days of receiving such notice the provisional employee may request (in writing) the opportunity to hold an informal meeting with the superintendent. The superintendent shall submit his/her recommendation for non-renewal to the board (RCW 28A.405.220). The provisional employee shall be notified in writing of the superintendent's decision at least three (3) days prior to a meeting of the board. The board shall consider any written communication prior to rendering a decision.

The board shall notify the provisional employee of its decision within ten (10) days following the meeting. Such decision shall be considered final.

Any provisional employee who does not request a hearing shall be adversely affected as specified in the written notice.

CLASSIFIED STAFF

Classified staff whose performance does not satisfy the needs of the district shall receive written notification from the administrator. Such written notice shall contain the following information:

- A. Subject to the action of the board of directors, the final date of employment with the district.

- B. The right to request a pre-termination meeting within five (5) working days following notice.
- C. Notice of any appeal rights that the employee may have and notice of the appeal processes.

At the pre-termination meeting, the staff member shall be entitled to be advised as to the reason(s) why the month-to-month employment agreement is being terminated and an opportunity to respond to any of the reasons presented. These requirements do not apply to terminations or reductions of employment implemented as part of a reduction in District programs or services due to financial considerations. Terminations and reductions of employment in connection with a reduction in District programs or services shall be implemented in accordance with applicable law.

Revised: January 13, 1993
August 28, 1996
August 17, 2005
March 25, 2009
July 27, 2010