

## PERSONNEL

### Termination of Employment

The superintendent has the statutory authority to terminate a certificated staff member. The board of directors may terminate a classified staff member based upon the recommendation of the superintendent.

### Resignation

In order to permit proper staff planning and to minimize inconvenience to others who may be affected, certificated staff who plan to resign at the end of their contract period should notify the superintendent of their resignation of retirement by May 1.

Those staff members who are not contractually obligated to complete the current school year should notify the superintendent as early as possible of their intent to resign and no less than 30 days prior to their last working day.

### Retirement

Staff who become eligible to retire under the controlling retirement system and who intend to retire at the end of the current school year should notify the superintendent prior to May 1<sup>st</sup> of that year.

Those staff members intending to retire who are not contractually obligated to complete the current school year shall notify the superintendent as early as possible and no less than 30 days prior to their retirement date. The District office may assist them in making arrangements for their retirement benefits.

### Program and Staff Reductions

It is the responsibility of the board of directors of the Central Kitsap School District to operate a quality educational program within the framework of state requirements, community desire, and the financial resources available, and in so doing to determine the programs to be maintained and the number of said employees to maintain them. Quality education for students as well as fair and just treatment of said employees shall always be prime considerations.

If administrative, supervisory, and/or non-represented employee staff reductions should become necessary, job descriptions within programs retained, qualifications, and on-the-job performance shall be the criteria used, not necessarily in order mentioned, to determine which administrative, supervisory, and/or non-represented staff members will be retained.

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**Cross References:**

(cf. 5006 - Certification Revocation)  
(cf. 5240 - Evaluation of Staff)

**Legal References:**

RCW 28A.400.300 Hiring and Discharging Employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools  
RCW 28A.400.320 Mandatory termination of classified employees  
RCW 28A.400.340 Discharge Notices Include Appeal Rights  
RCW 28A.405.140 In-service training for teacher may be required after evaluation  
RCW 28A.405.210 Conditions and contracts of employment--Determination of probable cause for non-renewal of contracts--Notice--Opportunity for hearing  
RCW 28A.405.220 Conditions and contracts of employment--Non-renewal of provisional employees--Procedure  
RCW 28A.405.300 Adverse change in contract status of certificated employee--Determination of probable cause--Notice--Opportunity for hearing  
RCW 28A.405.310 Adverse change in contract status of certificated employee, including non-renewal of contract--Hearings--Procedure  
RCW 28A.405.470 Mandatory termination of certified employees  
RCW 28A.410.090 Revocation of authority to teach  
RCW 41.32.240 Membership in system--Procedure when exempted person desires membership--Continuation of exemption--Persons formerly exempt, minimum period to qualify for retirement allowance  
RCW 41.33.020(6) Terms and provisions of plan  
RCW 41.40.023 Membership  
RCW 41.41 State Employees' Retirement--Federal Social Security  
WAC 180-86 Policies and procedures for administration of certification proceedings  
WAC 180-87 Acts of Unprofessional Conduct  
WAC 180-44-060 Drugs and alcohol--Use of as cause for dismissal

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