

Vallivue School District #139

Before an administrator is able to dismiss a classified employee, the following procedures must be followed:

1. Building administrator will contact their district supervisor to share the classified employee's job performance and intention to set up a meeting with the employee to discuss job expectations and performance. The district supervisor will then share the information with the superintendent.
2. Building administrator will complete a district form regarding the job performance and hold a meeting with the classified employee. The principal and classified employee both sign the district form stating that a meeting was held.
3. If job performance does not improve, the school administrator and a district administrator will both meet with the classified employee to review job performance and present an improvement plan. The improvement plan must be signed by the school administrator, district administrator, and classified employee. The classified employee has six weeks to demonstrate proficient job performance.
4. During the six weeks, the school administrator will meet with the classified employee at least every other week to review progress and provide feedback. Meetings must be documented.
5. At the completion of six weeks, the school administrator and district administrator will meet to evaluate the classified employee's job performance and determine whether to: 1) retain the employee without conditions, 2) retain the employee while extending the improvement plan, or 3) dismiss the employee.
6. No employee is to be dismissed during the school year without a review of the process and the approval of the superintendent.
7. Employees may be dismissed immediately for various offenses with the approval of the superintendent.



Procedures to be attached to Policy 471.5.

ADOPTED:

AMENDED: