

Board Approved – 5/13/99 Board Revised – 3/19/09	ROANE COUNTY BOARD OF EDUCATION	
	Separation Practices for Non-Certified Employees	Policy # <p style="text-align: center;">5.33</p>
		Date Passed <p style="text-align: center;">March 19, 2009</p>

1 **5.33 - SEPARATION PRACTICES FOR NON-CERTIFIED EMPLOYEES**

2
 3 **SUSPENSION**

4
 5 A Director of Schools/designee may suspend an employee at any time when deemed
 6 necessary.¹ Before an employee is suspended, he/she shall be: (1) provided with reasons for
 7 the suspension; (2) given an opportunity to respond; and (3) given a written decision of the
 8 suspension.

9
 10 Under no circumstances shall a Director of Schools suspend an employee with pay. If
 11 reinstated, the employee shall be paid full salary for the period of suspension, unless
 12 suspension without pay is deemed to be an appropriate penalty.

13
 14 **DISMISSAL**

15
 16 The Director of Schools may dismiss any classified employee or non-tenured teacher during
 17 the contract year for incompetence, inefficiency, insubordination, improper conduct or neglect
 18 of duty.

19
 20 The Director of Schools shall provide the employee with written notice of the charge or
 21 charges against them and a pre-termination hearing before the Director or the Director's
 22 designee.

23
 24 **RESIGNATION**

25
 26 Support personnel shall give the immediate supervisor written notice of resignation at least
 27 two (2) weeks (ten (10) working days) in advance of the effective date of voluntary
 28 termination. The ten (10) working days may be waived by the Director of Schools for
 29 justifiable reason.

30
 31 The immediate supervisor shall forward copies of the notice the day received to the Director of
 32 Schools' office. The Payroll Office will prepare final payment for the next appropriate
 33 scheduled payday.

34
 35 **RETIREMENT**

36
 37 Retirement shall mean a termination of services under conditions which will allow the
 38 employee to draw benefits from retirement plans and/or social security benefits.

39
 40 Employees eligible for retirement benefits may elect to retire at any age according to the
 41 provisions of the retirement system.

43 Central Office personnel shall assist employees in securing retirement benefits; however, it
44 shall be the responsibility of the retiring employee to provide verification of eligibility in writing
45 from TCRS to the Central Office. It shall be the responsibility of the retiring employee to file
46 for benefits.

47
48 Employees who retire under TCRS may be employed up to one-hundred twenty (120) days
49 per year without loss of retirement benefits.

Legal Reference:

¹ TCA 49-2-301(b)(1)(EE)(FF)