

Personnel – Certified/Non-Certified

Assignment/Transfer/Reassignment

After prior consultation with the Superintendent of Schools, and consistent with appropriate personnel contracts and all due-process requirements (including a meeting with the employee prior to termination at which the employee has his/her misconduct or unacceptable job performance explained and at which the employee is given an opportunity to give his/her side of the story), the following administrators are authorized to suspend without pay and/or terminate employees as outlined below:

1. Assistant Superintendent or Human Resources Director: secretarial/clerical staff, paraprofessionals, non-union employees, and personnel in supplementary pay positions;
2. Director of Buildings and Grounds or Human Resources Director: custodial/maintenance personnel;
3. Food Services Director or Human Resources Director: cafeteria personnel.