Conclusion of Employment
Dismissal and Non-renewal
The Board, after receiving the recommendations of the Superintendent, will determine
the non-renewal or termination of certified and classified staff, in conformity with state
and federal statutes and applicable District policies.
Resignation
Certified and classified personnel will be expected to fulfill the terms of their contracts,
unless clearly compelling, mitigating circumstances prevent the individual from doing so.
The Superintendent, Executive Regional Directors, supervisors and the Director of
Personnel are authorized to accept a verbal and/or written resignation of an individual
employee and must report such resignation to the Board at the next regularly scheduled
meeting. A certified employee who resigns after signing a contract with the District may
face disciplinary action related to the employee’s certificate.
Reduction in Force
The Board has exclusive authority to determine the appropriate number of employees.
A reduction in employees may occur as a result of, but not be limited to, changes in the
education program, staff realignment, changes in the size or nature of the student
population, financial considerations, or other reasons deemed relevant by the Board.
The Board will follow the procedure stated in the current collective bargaining
agreement when considering a reduction in force of certified staff. The Board will
consider performance evaluations, staff needs, and other reasons it deems relevant, in
determining order of dismissal when it reduces classified staff or discontinues some
type of educational service.
Payment of Wages Upon Termination
When a District employee quits, is laid off, or is discharged, wages owed will be paid on
the next regular pay day for the pay period in which the employee left employment or
within fifteen (15) days, whichever occurs first. In the case of an employee discharged
for allegations of theft connected to the employee’s work, the District may withhold the
value of the theft, provided the employee agrees in writing to the withholding or charges
have been filed with law enforcement within (7) business days of separation. If no
charges are filed against the employee within thirty (30) days of the filing of the report
with law enforcement, wages are due upon the expiration of the thirty (30) day period.
Cross Reference:
5140 Classified Employment and Assignment
Legal References:
§ 20-4-204, MCA Termination of tenure teacher services
§ 20-4-206, MCA Notification of non-tenure teacher re-election – acceptance -
termination
Policy History:
Adopted on: August 13, 2002
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