

Walla Walla Public Schools

BOARD POLICY

Policy No. 5280

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TERMINATION OF EMPLOYMENT

Release from Contract

A certificated staff member may be released from contract under the following conditions:

- A. A letter from the staff member requesting release shall be submitted to the superintendent's office. If accepted by the board at its next meeting, the staff member shall be released from contract.
- B. A release from contract may be granted by the board to allow a staff member to accept another position prior to or during the school year provided a satisfactory replacement can be obtained.
- C. A release from contract may be granted by the board in case of illness or other personal matters which make it a substantial hardship for the staff member to continue his/her employment in the district.
- D. Each request shall be determined upon its own merits. The needs of the district and continuity of the educational program offered to students shall receive primary consideration in the board's decision. In the event of termination of a contract, compensation is to be reasonable based on proportion of the uncompleted contract.

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 are requested to notify the superintendent of their resignation or retirement by March 1.

Those staff 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 are encouraged to notify the superintendent prior to March 1st of that year.

Those staff intending to retire who are not contractually obligated to complete the current school year should notify the superintendent as early as possible and no less than 30 days prior to their retirement date.

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Cross References:	Board Policy	5006	Certification Revocation
		5240	Evaluation Staff
		5281	Disciplinary Action and Discharge
Legal References:	RCW	28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
		28A.400.320	Mandatory termination of classified employees
		28A.400.340	Discharge notices include appeal rights
		28A.405.140	In-service training for teacher may be required after evaluation
		28A.405.210	Conditions and contracts of employment--Determination of probable cause for non-renewal of contracts--Notice--Opportunity for hearing
		28A.405.220	Conditions and contracts of employment--Non-renewal of provisional employees--Procedure
		28A.405.300	Adverse change in contract status of certificated employee--Determination of probable cause--Notice--Opportunity for hearing
		28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract--Hearings--Procedure
		28A.405.470	Mandatory termination of certified employees
		28A.410.090	Revocation of authority to teach
		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
		41.33.020(6)	Terms and provisions of plan
		41.40.023	Membership
		41.41	State Employees' Retirement--Federal Social Security
	WAC	180-86	Policies and procedures for administration of certification proceedings
		180-87	Acts of Unprofessional Conduct
		180-44-060	Drugs and alcohol--Use of as cause for dismissal

Adopted by the Board: July 16, 2002

Revised: October 7, 2003