

TERMINATION OF NONINSTRUCTIONAL EMPLOYEES

A NONINSTRUCTIONAL EMPLOYEE WHO FAILS OR REFUSES TO MEET THE STANDARD REQUIREMENTS OF HIS/HER POSITION SHALL BE SUBJECT TO TERMINATION UNDER RULES AND REGULATIONS OF THE BOARD.

AUTHORITY: F.S. 230.22 (1) (2)
POLICY ADOPTED: 11/4/76 E
EFFECTIVE DATE: 11/28/76

RULES

1. Prior to taking action to terminate an employee a review shall be held with him/her by the principal, center director or county department head or their designee, concerning the written definitions of acceptable standards of performance, on-the-job conduct, work hours, etc., previously provided to him/her.
2. Noninstructional personnel shall be assisted in their effort to meet such standards through one or more of the following: conferences, letters, written warnings, personal evaluations, instructional handbooks and inservice education programs for improvement. A record of such actions shall be placed in the employees' school and county personnel files.
3. Failure or refusal of an employee to meet the foregoing requirements shall be deemed adequate justification for termination of employment.
4. In the event that the dismissal of a noninstructional employee is contemplated, the county supervisor, where applicable, shall be called in to assist in the evaluation of the employee and the supervisor's written evaluation shall be taken into consideration.
5. Termination of an employee shall be based upon just cause. Among the reasons for just cause are the following:
 - a. Unsatisfactory performance
 - b. Use of intoxicants on the job
 - c. Moral misconduct on the job related to the job or involving students
 - d. Physical inability to perform duties
 - e. Poor attendance on the job without valid reason
 - f. Automatic termination when an employee does not report to work or call within a three workday period to explain his/her absence(s).
 - g. Insubordination
6. A claim by an employee or group of employees listed by name that there has been a violation, misinterpretation, or misapplication of Florida Statutes, Policy, Rules or Administrative Directive may be processed as a grievance.
7. Unless an emergency condition exists, a noninstructional employee should not be terminated until a conference has been held with the employee by the principal, center director, area or county department head.
8. The dismissal notice shall be in writing and shall state the reason for the dismissal. The employee shall be given a copy of the dismissal notice. A formal evaluation of the employee's work performance and all other documentation pertaining to the reason for dismissal shall accompany the dismissal notice and must be placed in his/her county personnel file.

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