# Operating Policy No. 5280

**Human Resources**

**SEPARATION FROM EMPLOYMENT AND DISCIPLINE**

Puget Sound Educational Service District (PSESD) is committed to becoming an Anti-racist Multicultural Organization. This policy and the implementing procedure address separations from employment, including resignation, nonrenewal, and discharge, as well as discipline that may lead to nonrenewal or discharge.

The Superintendent or designee has all authority consistent within state law to initiate the nonrenewal and discharge of an employee, as well as the authority to accept employment resignations. All rules, regulations, and practices of the PSESD involving discipline, nonrenewal and discharge shall be consistent with applicable laws. Any employee who receives a notice of nonrenewal or discharge will also receive a notice of the appeal process.

The Superintendent or designee will develop procedures to implement this policy.

Adopted: November 1977

Revised: September 1979

Revised: October 1980

Revised: October 1997

Revised: September 2014

Revised: February 2021

Revised: March 2024

Relevant PSESD Board Governance Policies: EL 4 Treatment of Staff

Cross References: Operating Policy No. 1000 Nondiscrimination

Operating Policy No. 1010 Racial Equality

Operating Policy No. 5000 Employment of Personnel

Operating Policy No. 5050 Contract with Certificated Employees

Operating Policy No. 5240 Staff Evaluation

Legal References: RCW 28A.310.250 Certificated employees of district— Contracts of

 employment—Nonrenewal of contracts—Notice.

RCW 28A.310.260 Certificated employees of district— Adverse change in contract status—Notice

 RCW 28A.400.300 Hiring and discharging employees—

Written leave policies—Seniority and leave benefits of employees transferring between school districts and other educational employees

RCW28A.400.320 Mandatory termination of classified employees—Appeal—Recovery of salary or compensation by district

RCW 28A.400.340 Notice of discharge to contain notice of right to appeal if available.

RCW 28A.405.100 Minimum criteria for the evaluation of certificated employees—Revised four-level evaluation systems for classroom teachers and principals—Procedures—Steering committee—Models—Implementation— Reports

RCW 28A.405.140 Assistance for teacher may be required after evaluation

RCW 28A.405.210 Conditions and contracts of employment— Determination of probable cause for non- renewal of contracts—Nonrenewal due to enrollment decline or revenue loss— Notice—Opportunity for hearing

RCW 28A.405.220 Conditions and contracts of employment— Nonrenewal of provisional employees— Notice—Procedure

RCW 28A.405.300 Adverse change in contract status of certificated employee—Determination of probable cause—Notice—Opportunity for hearing.

RCW 28A.405.310 Adverse change in contract status of certificated employee, including non- renewal of contract—Hearings—Procedure

RCW 28A.405.470 Crimes against children—Mandatory termination of certified employees— Appeal—Recovery of salary or compensation by district

RCW 28A.410.090 Revocation of authority to teach—Criminal basis—Complaints—Investigation— Process

 WAC 180-44-060 Drugs and alcohol—Use of as cause for

 dismissal

Chapter 181-86 WAC Professional Certification—Policies and Procedures for Administration of Certification Proceedings

Chapter 181-87 WAC Professional Certification—Acts of Unprofessional Conduct

Chapter 392-191 WAC School Personnel—Evaluation of the Professional Performance Capabilities

WAC 357-46-025 How much layoff notice must employers give employees?

Resource: [Racial Equity Tool](https://my.psesd.org/communications/documents/RacialEquityTool.pdf)

In support of the Agency’s commitment to become an Anti-Racist Multi-Cultural Organization, the agency utilizes the *Racial Equity Tool,* developed by the City of Seattle’s Race & Social Justice Initiative, to ensure racial equity best practices are engaged when evaluating programs, practices, policies and procedures, and workforce equity.