

Non-Renewal of Employment/Dismissal from Employment

The non-renewal, termination or dismissal of certificated and classified staff shall be determined by the Board after receiving the recommendation of the County Superintendent or, in the case of classified employees, the Principal or other appropriate individual in conformity with state statutes and applicable district policy.

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 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

--The district files a report of theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of filing of a report with law enforcement, wages are due within a thirty (30) day period.

Resignations

Certified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified individual from doing so; and (2) until such time as the Board through public action releases the certified individual from the terms of his/her contract.

Classified employees (i.e. non-certified employees) are expected to give due written notice that will permit the district to conduct a search for a suitable replacement. Generally speaking, the Board of Trustees expects a two-week notice.

All resignations should be in writing. The immediate supervisor shall be informed in writing of the resignation and a copy of the resignation shall be delivered to the Board Chair.

Retirement Programs for Employees

All employees of the Dayton Public School shall participate in the retirement programs under the Federal Social Security Act and either the Teachers' Retirement System or the Public Employees' Retirement System as designated in state retirement regulations.

Certified employees who intend to retire at the end of the current school year should notify the Board of Trustees in writing prior to March 1 of that year.

Those employees intending to retire who are not contractually obligated to complete the school year should notice the Board of Trustees as early as possible and no less than sixty (60) days prior to their retirement date.

The Board of Trustees directs the Clerk to develop procedures and will review them, by which contributions shall be determined for previously unclaimed prior service.

Legal Reference:	Title 19, Chapter 1, MCA	Social Security
	Title 19, Chapter 3, MCA	Public Employees' Retirement System
	Title 19, Chapter 20, MCA	Teachers' Retirement System
	§ 20-3-3244, MCA	Duties and powers of Trustees
	§ 20-4-204, MCA	Termination of tenure teacher services
	§ 20-4-206, MCA	Notification of non-tenure teacher reelection - acceptance - termination and statement of reasons.
	§ 20-4-207, MCA	Dismissal of teacher under contract

Policy History:

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