

Downey Unified School District

CERTIFICATED PERSONNEL

SEPARATION

AR 4119

Substitute Employees

Services may be terminated at any time as is determined necessary by the Superintendent or designee as delegated by the Board of Education.

Temporary Employees

Services are terminated at the end of the temporary contractual period.

Probationary Employees

To terminate a probationary employee during the school year there must exist the same grounds as are provided in the Education Code with respect to the dismissal of a permanent employee.

Termination of a probationary employee at the end of the school must follow the appropriate section of the Education Code.

Permanent Employees

No permanent employee shall be dismissed except for causes as outlined in the Education Code. Notification of intent to dismiss must be made by May 15.

Termination of Extra Assignments

Any assignment in addition to the full-time assignment of a certificated employee may be terminated at any time.

Resignation of Certificated Employee

Any certificated employee desiring to resign his/her position must make a request in writing to the Superintendent stating the reason and the time when he/she wishes such resignation to become effective. Such notice should be given at least 30 days prior to the requested effective date.

The Board shall act upon the resignation and establish the time when such resignation will take effect, the date being not later than the close of the school year during which such resignation is received by the Board.

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CERTIFICATED PERSONNEL

SEPARATION - continued

AR 4119

Resignation of Certificated Employee - continued

Any certificated employee who does not have tenure must submit a written resignation, directed to the Superintendent as Secretary to the Board of Education, if he/she does not wish to serve for the following year, within 45 consecutive calendar days after notification of the Board action to employ or re-employ. In the case of a permanent teacher the Education Code requires notification of resignation by July 1. A notice regarding late resignation will be filed in the personnel folder of the employee in cases where the request indicates an unprofessional act.

Service in Summer School

No tenure may be gained for service in summer school.

Service under Emergency or Provisional Credentials

No tenure may be gained for service under an Emergency or Provisional credential.

Administrative Service

An administrator or supervisor under a four-year contract who has not been previously employed by the District, or who has been employed in such position not under a four-year contract, may or may not be granted tenure as a classroom teacher by the Board of Education before May 15 of the third consecutive year of service.

Adult School

As adult school teachers are on an hourly as-needed basis, their term of employment ends any time their services are no longer required or at the end of each school term. Any adult school teacher on a contract basis shall be separated from employment on the same basis as other certificated contract employees of the District.

Approved: 1/15/62, 6/16/80, 9/16/08