

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Suspensions, Dismissals, Resignations and Retirements of All Persons Who Are Employed in Positions for Which No Teaching License is Required</b>	Descriptor Code: <b>5.202</b>	Issued Date: <b>03/19/18</b>
		Rescinds:	Issued:

1    **SUSPENSIONS/DISMISSALS**

2    Persons who are employed in a position for which no teaching license is required shall be hired at the  
3    will of the Superintendent. Consistent with State and federal laws, the Superintendent may suspend or  
4    dismiss all persons who are employed in a position for which no teaching license is required.<sup>1</sup>

5    Employees who are suspended or dismissed shall receive written notice informing the employee of the  
6    date/s of suspension and/or date of termination.

7    **RESIGNATIONS**

8    Employees who are employed in a position for which no teaching license is required are requested to  
9    make written notice of resignation at least ten (10) working days in advance of the effective date of the  
10    resignation.

11   **RETIREMENTS**

12   Central Office personnel shall assist employees in securing retirement benefits; however, it shall be the  
13   responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS. It  
14   shall be the responsibility of the retiring employee to file for eligible benefits.

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Legal References

1. TCA 49-2-301(b)(1)(EE)—(FF)