

Hamblen County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 04/25/13
		Rescinds: GC	Issued: 03/15/04

SUSPENSION

A director of schools/designee may suspend an employee at any time when deemed necessary.¹ Before an employee is suspended, he/she shall be provided with reasons for the suspension, given an opportunity to respond, and given a written decision of the suspension.

Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the employee shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL

All non-certified (classified) employees are employed at the shall of the director. The director of schools may dismiss any non-certified employee during the contract year for any lawful reason.

RESIGNATION

Support personnel shall give the immediate supervisor written notice of resignation at least ten (10) working days in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the director of schools for justifiable reason.

The immediate supervisor shall forward copies the day received to the director of schools' office. The payroll office shall prepare final payment for the next appropriate scheduled pay day.

RETIREMENT

Retirement shall mean a termination of services under conditions which shall allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits.

Legal Reference:

1. TCA 49-2-301 (b)(1)(EE)(FF)