

Lakeland Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 05/12/14
		Rescinds:	Issued:

1 **SUSPENSION**

2 A superintendent/designee may suspend an employee at any time when deemed necessary.¹ The
3 superintendent/designee shall provide written notice to any employee who is suspended.

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

7 **DISMISSAL**

8 All non-certified (classified) employees are employed at the will of the superintendent. The superintendent may
9 dismiss any non-certified employee during the year for any lawful reason. The superintendent /designee shall
10 provide written notice to any employee who is dismissed.

11 **RESIGNATION**

12 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten
13 (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be
14 waived by the superintendent for justifiable reason.

15 The immediate supervisor shall forward copies the day received to the superintendents' office. The payroll office
16 will prepare final payment for the next appropriate scheduled pay day.

17 **RETIREMENT**

18 Retirement shall mean a termination of services under conditions which will allow the employee to draw
19 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may
20 elect to retire at any age according to the provisions of the retirement system.

21 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
22 responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central
23 office. It shall be the responsibility of the retiring employee to file for eligible benefits. Employees who retire
24 under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement
25 benefits.
26

Legal References

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