

Hardeman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 02/05/15
		Rescinds: 5.202	Issued: 04/10/08

1 **SUSPENSION**

2 A director of schools/designee may suspend an employee at any time when deemed necessary.¹

3 All persons who are employed in a position for which no teaching license is required are non-certified
4 (classified) employees. Under no circumstances shall a director of schools suspend an employee with pay. If
5 reinstated, the employee shall be paid full salary for the period of suspension, unless suspension without pay is
6 deemed to be an appropriate penalty.

7 **DISMISSAL**

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

10 **RESIGNATION**

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

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

16 **RETIREMENT**

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

19 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the
20 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 provide verification of eligibility in writing from TCRS to the central
23 office. It shall be the responsibility of the retiring employee to file for benefits.

24 Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year without loss
25 of retirement benefits.
26

Legal References

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