

Hancock County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 06/04/15
		Rescinds:	Issued:

1 **SUSPENSION**

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

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

6 **DISMISSAL**

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

9 **RESIGNATION**

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

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

15 **RETIREMENT**

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

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

Legal References

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