

Article IX.A.2.n. Non-Renewal of Contract

A. Statement of Policy

At least one month prior to issuing a notice of intent not to renew the contract of a regular contract employee, the employee shall be informed of the fact that continued employment is in question and the reasons therefore, and shall be given an opportunity to correct any defects which precipitated possible non-renewal.

Written notice of non-renewal shall be issued at least two months before the end of the contract term of the employee.

Non-renewal notices shall be dated and shall contain a clear and concise statement that the employee's contract will not be renewed, shall state the reasons and causes for such action, and shall advise the employee that he or she may request an information conference with the Board or the Board's designee(s).

Non-renewal notices shall be served by personal delivery or by certified mail addressed to the employee's last known address.

Regular contract employees have the right to appeal their non-renewal, if the employee chooses to do so, through steps three and four of the Classified Grievance Procedure. Any appeal must be filed in writing in the Superintendent's Office within five (5) calendar days after receiving the notice of non-renewal.