

No. \_\_\_\_\_



## UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Second Reading of Policy DCD (LOCAL): Employment Practices – At-Will Employment

**SUBMITTED BY:** Juan Cruz **OF** School Attorney

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** May 19, 2009

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Second Reading of Policy DCD (LOCAL): Employment Practices – At-Will Employment

**RATIONALE:**

**BUDGETARY INFORMATION:**

**BOARD POLICY REFERENCE AND COMPLIANCE:**

EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <p>Personnel employed on an at-will basis include but are not limited to employees in the following categories: paraprofessionals and auxiliary personnel. Paraprofessional personnel shall include educational assistants, educational secretaries, and all clerical staff. Auxiliary/classified personnel shall include, but not be limited to, food service, custodial, and maintenance employees, department of safety personnel, and bus drivers.</p> |
| ASSIGNMENT AND EVALUATION          | <p>The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.</p> <p>Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]</p>                                                                                                                                                             |
| REASONABLE ASSURANCE OF EMPLOYMENT | <p>At-will employees in positions normally requiring less than 12 months of service annually and who are expected to report to work at the beginning of the following school session shall be provided a letter of reasonable assurance of employment. [See CRF]</p>                                                                                                                                                                                       |
| SUSPENSION                         | <p>An at-will employee may be suspended with or without pay by the Superintendent or designee at any time the Superintendent or designee determines that the District's best interest will be served by the suspension.</p>                                                                                                                                                                                                                                |
| DISMISSAL                          | <p>At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.</p>                                                                                                                                                                                                     |
| APPEAL TO BOARD                    | <p>A suspended or dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL). <b>Superintendent or designee within ten (10) work days of the date of their termination or suspension. If the employee is not satisfied with the Superintendent or designee's decision, the employee may appeal to the Board within seven (7) workdays of receipt of the Superintendent or designee's decision.</b></p>                         |