



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Human Resources	Dismissal of Classified Personnel	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-520	July 2021	

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INTRODUCTION

Principals and supervisor recommendations play an important part in determining whether classified employees are not recommended for continued employment at the end of the school year. As each school year begins, principals and supervisors need to be knowledgeable of state laws and School Board policies and procedures that apply to the decision regarding classified employees.

PROCESS

When the principal or supervisor is considering not recommending continued employment of a classified employee, the principal or supervisor shall comply with all applicable laws and district non-renewal policies and protocols, including this administrative procedure. Any recommendation to not continue the employment of a classified employee is subject to the approval of the Director of Schools.

EVIDENCE OF SUPPORT AND ASSISTANCE

Through the evaluation process, and as needed outside of the evaluation process, the principal or supervisor shall identify and discuss deficiencies with any classified employee for which they are considering not recommending continued employment, and the principal shall provide assistance and recommendations for overcoming these deficiencies. All issues of concern should be addressed in a timely manner. Principals and supervisors are expected to provide evidence of communication and documentation of support and assistance they have given throughout the school year to any classified employee for which they are considering a recommendation of not continuing employment.