

Board Policy **3.27 SUSPENSION AND DISMISSAL OF EMPLOYEES**

The purpose of this section is to outline the rules regarding the suspension and dismissal of employees.

1. Probationary Period: All employees will serve a seventy-five working day probationary period. During this time an employee may be terminated without cause or resign without breach of contract. If an employee on personal charter leave from the School District of Palm Beach County is terminated during the probationary period, the employee will be responsible for reactivating their employment with the Palm Beach County School District by following district procedures.
2. Annual Contract: All appointments will be on an annual basis. If it is necessary to discipline, suspend, or dismiss an employee during the term of the annual appointment, the following procedure will be utilized:
 - a. Disciplinary Action:
 - i. Any information that may be used to take action against an employee will be shared with the employee in writing as soon as possible.
 - ii. An employee against whom action is pending shall have the right to review and refute all information used as the basis for the proposed disciplinary action prior to such action being taken. The employee shall be afforded a reasonable amount of time to prepare and present responses concerning the appropriateness of the pending action. The amount of time is to be mutually agreed upon by the parties.
 - iii. Where just cause warrants such disciplinary action(s), an employee may be reprimanded verbally, reprimanded in writing, suspended with pay, suspended without pay or dismissal upon the recommendation of the President or Management Company Representative to the Chairman of the Board.
 - b. Competency:

Should an employee be determined to be ineffective in their job performance, the employee will be given assistance for a period of thirty calendar days. If their performance fails to improve, the Academy President or Management Company Representative may recommend termination of employment to the Chairman of the Board.
 - c. Budget Adjustment:

Employees may be terminated due to unforeseen financial difficulties of the school irrespective of employee performance.
3. District Employees on Leave to Work at a Charter School: An employee on leave from the School District of Palm Beach County who is terminated through either the disciplinary, competency, or budget adjustment process will be responsible for reactivating their employment with the Palm Beach County School District through district procedures.

Authority: 1002.33

Implemented: 1002.33

History: New: 7/01/2004; Revised: 7/07/2005, 3/11/2010, 4/14/2011

Reference: Palm Beach School Board Policy 3.27