

Dickson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 08/23/12
		Rescinds: 5.2012	Issued: 09/2009

1 **SUSPENSION**

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3 The Director of schools may suspend an employee at any time when deemed necessary. Before an
4 employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an oppor-
5 tunity to respond; and (3) given a written decision about the suspension. The Director of Schools may
6 suspend an employee at any time when deemed necessary either with or without pay at the discretion of
7 the Director of Schools. If exonerated the employee shall be paid full salary for the period of suspension
8 unless suspension without pay is deemed to be an appropriate penalty. (TCA 49-5-511)

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10 **DISMISSAL**

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12 The Director of Schools may dismiss any non-certified employee during the contract year. A classified
13 employee may be dismissed when his/her performance has been determined unsatisfactory or when ser-
14 vices are no longer required. Recommendations for dismissal shall be made by the principal/supervisor
15 to the Director of Schools/designee.

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17 **RESIGNATION**

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19 Support personnel shall give the immediate supervisor written notice of resignation at least two (2)
20 weeks before the effective date of the resignation. The Director of Schools/designee may waive the re-
21 quirement for justifiable reason.

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23 **RETIREMENT**

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25 Retirement shall mean a termination of services under conditions which will allow the employee to draw
26 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits
27 may elect to retire at any age according to the provisions of the retirement system. It shall be the respon-
28 sibility of the retiring employee to file for benefits. Non-certified employees shall not be compensated
29 for unused sick or unused vacation days.

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31 Employees who retire under TCRS teachers may be employed up to one-hundred twenty (120) days per
32 year without loss of retirement benefits, (TCA 49-36-808,821) and may substitute for an additional nine-
33 ty (90) days if the Director of Schools certifies in writing that no other qualified personnel are available
34 to substitute teach. (TCA 49-36-805). Such retiree must hold a valid license, and shall not be entitled to
35 tenure status, nor be allowed to accrue additional retirement benefits, accrue leave, or receive medical
36 insurance coverage.

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