

# Tennessee School Boards Association

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Separation Practices for Non-Certified Employees</b>	Descriptor Code: <b>5.202</b>	Issued Date:
		Rescinds:	Issued:

1 **SUSPENSION**

2  
3 A director of schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup> Before  
4 an employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an op-  
5 portunity to respond; and (3) given a written decision of the suspension.

6  
7 Under no circumstances shall a director of schools suspend an employee with pay. If reinstated, the  
8 employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed  
9 to be an appropriate penalty.

10  
11 **DISMISSAL**

12  
13 All non-certified (classified) employees are employed at the will of the director. The director of schools  
14 may dismiss any non-certified employee during the contract year for any lawful reason.

15  
16 **RESIGNATION**

17  
18 Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks  
19 (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working  
20 days may be waived by the director of schools for justifiable reason.

21  
22 The immediate supervisor shall forward copies the day received to the director of schools' office. The  
23 payroll office will prepare final payment for the next appropriate scheduled pay day.

24  
25 **RETIREMENT**

26  
27 Retirement shall mean a termination of services under conditions which will allow the employee to draw  
28 benefits from retirement plans and/or social security benefits.

29  
30 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of  
31 the retirement system.

32  
33 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the  
34 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the  
35 central office. It shall be the responsibility of the retiring employee to file for benefits.

36  
37 Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year  
38 without loss of retirement benefits.

39  
40 Legal Reference:  
41 1. TCA 49-2-301 (b)(1)(EE)(FF)