

**Policy Name: Classified Personnel
Termination and Non-Renewal****Policy Code: 8.31****Date Adopted: R/A 5/21/12**

For procedures relating to the termination and non-renewal of Classified employees, please refer to the Public School Employee Fair Hearing Act A.C.A. § 6-17-1701 through 1705.

The superintendent of a school district may recommend termination of an employee during the term of any contract or the nonrenewal of a full-time nonprobationary employee's contract provided that he gives notice in writing, personally delivered, or by letter posted by registered or certified mail to the employee's residence address as reflected in the employee's personnel file.

The recommendation of nonrenewal of a full-time nonprobationary employee's contract shall be made no later than thirty (30) calendar days prior to the beginning of the employee's next contract period.

Such written notice shall include a statement of the reasons for the proposed termination or nonrenewal.

The notice shall further state that an employee being recommended for termination or a full-time probationary employee being recommended for nonrenewal is entitled to a hearing before the school board upon request provided that the request is made in writing to the superintendent within twenty-five (25) calendar days from receipt of the notice.

Legal Reference: A.C.A. 6-17-1701-2301