

**- CERTIFIED PERSONNEL -****Termination/Nonrenewal/Separation by Employee**

Termination and nonrenewal of contracts shall be the responsibility of the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent.

**CODE OF ETHICS**

Employees who violate provisions of the Professional Code of Ethics for Kentucky School Certified Personnel may be subject to disciplinary action, up to and including termination.

**TERMINATION**

No contract shall be terminated except upon notification of the Board by the Superintendent. Prior to notification of the Board, the Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.<sup>1</sup>

Termination of contracts of certified personnel shall be made in compliance with the requirements of [KRS 161.790](#).

**ALTERNATIVES TO TERMINATION**

As an alternative to termination, the Superintendent, upon notifying the Board and providing written notification to the teacher, may impose sanctions in accordance with [KRS 161.790](#).

**NONRENEWAL**

The Principal/immediate supervisor shall provide the Superintendent with notice of recommended nonrenewals by March 30. Nonrenewal of limited contracts of certified personnel shall be made no later than May 15 in compliance with the requirements of [KRS 161.750](#).

**SEPARATION BY EMPLOYEE**

Certified employees seeking to resign or terminate contracts in force shall do so in compliance with [KRS 161.780](#).

**REPORTING**

The Superintendent shall comply with the reporting requirements of [KRS 161.120](#).

~~**EXIT INTERVIEW**~~~~The Superintendent shall develop procedures providing for the conduct of exit interviews with employees who will not be returning to the District.~~**REFERENCES:**

<sup>1</sup>[KRS 161.790](#)  
[KRS 161.120](#); [KRS 161.750](#); [KRS 161.780](#)  
[OAG 83-362](#); [OAG 92-135](#); 6 KAR 1:020 (Code of Ethics); [701 KAR 005:090](#)  
Consolidated Omnibus Budget Reconciliation Act

**RELATED POLICY:**

03.172

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