

~~Notification of Nonrenewal~~

Notification of Nonrenewal

PROCESS (APPLICABLE TO EMPLOYEES WITH FOUR OR MORE YEARS OF SERVICE)

- ~~1—Classified employees with four (4) or more years of continuous active service may be nonrenewed for reasons stated in KRS 161.011 and Board policy. The notice provided or mailed shall specify the reasons for the nonrenewal.~~
- ~~2—If the employee requests a written statement of grounds within ten (10) days after receipt of the notice of nonrenewal, the Superintendent may direct the supervisor/designee who provided information supporting the notice of nonrenewal to prepare the specific and complete written statement of grounds and may furnish a copy to the employee, or the Superintendent may prepare and furnish the statement of grounds.~~
- ~~3—The employee has ten (10) days to respond in writing to the statement of grounds. If the employee wants a hearing on the statement of grounds, s/he must include a request for a hearing in the written response to the statement.~~
- ~~4—If the employee files a timely request for a hearing, the Superintendent shall make appropriate arrangements for a hearing to be held upon reasonable notice to the employee. At the hearing, the employee shall have the following rights:
 - ~~a. To appear and produce evidence,~~
 - ~~b. To call witnesses and conduct cross-examination,~~
 - ~~c. To have counsel of the employee's choosing at his/her expense,~~
 - ~~d. To be heard by an impartial decision-maker, and~~
 - ~~e. To receive a statement of basis for the ultimate decision.~~~~
- ~~5—If the Superintendent is in a position to serve as an impartial hearing officer, s/he may do so. If the Superintendent determines that s/he is not able to serve, s/he shall arrange for the appointment of an impartial hearing officer.~~
- ~~6—Following the hearing, the Superintendent or impartial hearing officer shall issue his/her written decision setting forth the reasons for the decision within five (5) working days after conclusion of the hearing. The decision shall be final, shall be effective on the employee's receipt of written notice of the decision, and shall be maintained in the classified employee's file.~~

~~NOTE: Under KRS 161.011, the Superintendent may terminate at any time the contract of a classified employee for causes stated in that statute or Board policy. The hearing process specified in 03.27 and any corresponding administrative procedures shall apply to a termination.~~