

**Personnel – Certified/Non-Certified****Separation – Dismissal**

Every reasonable effort shall be made to assist each employee to achieve success (satisfactory performance) in his/her assignment.

Separation should be arranged in as mutually satisfactory a manner as possible with due regard to the effect on the program of education and the employee's future aspirations.

Dismissal shall be in conformity with the Board of Education's policies, administrative regulations, and statutory requirements.

## **Personnel -- Non-Certified**

### **Retirement of Non-Instructional Personnel**

All personnel must maintain the physical capacity, as affirmed by physical examination, to perform all job assignments outlined in a comprehensive job description.

Legal Reference:       Connecticut General Statutes

7-467 et. seq. Municipal Employees Relations Act

46a-60 Discriminatory Employment Practices Prohibited

Policy adopted:       November 11, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

**Personnel -- Non-Certified****Dismissal/Suspension**

The Superintendent is directed to develop regulations which will permit orderly and fair procedures for the dismissal, suspension or demotion of any employee for reasons of incompetency, malfeasance, immoral or improper conduct, insubordination, failure to conform to the policies and regulations of the district, mental and/or physical illness or disability, and actions which are, in the opinion of the Board of Education, inimical to the welfare of the district, the staff, or the students.

## **Personnel -- Non-Certified**

### **Just Cause**

One or more of the following causes may be grounds for suspension, demotion or dismissal of any person employed in the non-certified service:

1. Incompetency or inefficiency in the performance of the duties of the assigned position.
2. Insubordination (including, but not limited to, refusal to do assigned work).
3. Carelessness or negligence in the performance of duty or in the care or use of district property.
4. Discourteous, offensive or abusive language or conduct toward other employees, students or the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job, or reporting for work while intoxicated.
7. Use and possession of harmful drugs on school grounds without medical supervision.
8. Personal conduct unbecoming an employee of the district.
9. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable policies or regulations of the district.
10. Conviction of any crime involving moral turpitude, including a sex offense.
11. Repeated or unexcused absence or tardiness.
12. Abuse of leave privileges.
13. Falsifying any information supplied to the school district, including but not limited to, information supplied on application forms, employment records, or any other school district record.

## **Personnel -- Non-Certified**

### **Just Cause (continued)**

14. Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the Board of Education, the Superintendent, or by any appropriate state or governmental agency.
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public.
16. Abandonment of position.

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal.