



To: All Principals  
From: Karen Tarabochia, Assistant Superintendent/Personnel  
Re: Termination of Employment  
Date: February 2010

This is the time of year when principals are considering whether or not to offer a contract or employment agreement for the next school year. Many of you have already been in conversation with me regarding this.

It is an Archdiocesan policy that **every teacher** be evaluated by the principal or his/her designee at least once each year. In the case of new teachers, the policy requires two evaluations, one within the first 60 days of the teaching assignment, and again before **May 15<sup>th</sup>**.

When teachers are in danger of not having contracts renewed, this office often receives phone calls from them. The most common complaint is that they have not been evaluated as required by our own policy. Please know principals, that failure to follow our own performance evaluation policies will be a major factor in the employee's favor if the employee decides to take his/her loss of employment to court. Please be sure that each teacher receives the **annual, formal, written** and **signed** evaluation that policy requires.

If you are considering a termination or non-renewal, please contact me prior to entering into conversation with the employee. This is required in the event a lawsuit is filed as the result of the termination/non-renewal; Catholic Mutual may not defend the school if this policy has not been followed.

Please note that policy states that **May 15<sup>th</sup>** is the **final day** to notify a teacher if you do not intend to renew a contract. You may notify the teacher sooner. Be aware, however, that you may have to live with some hard feelings until the end of the school year. Do not, therefore, notify the teacher too soon.

The policy does not address the date by which a teacher must notify you if he/she does not intend to renew a contract. You may set that date. It is important, of course, that you be reasonable, not setting a date too early in the school year.

The policy also does not state a date by which the teacher must return the signed contract if the offer will not remain open, as above you may set that date.

## Resignation/Termination Checklist

1. Prior to any action, the administrator reviews policies related to performance evaluation, corrective action and termination in the **CATHOLIC SCHOOLS POLICY AND PROCEDURE MANUAL**.
2. In cases of involuntary termination or non-renewal, the Assistant Superintendent/Personnel must first be consulted in accordance with Archdiocesan insurance requirements.
3. When employee resigns, s/he signs the Teacher Resignation Form.
4. When a teacher is not leaving voluntarily, the teacher must receive written notification of non-renewal no later than **May 15<sup>th</sup>**.
5. In all cases wherein an employee is leaving, the Teacher/School Employee Termination Report must be completed.
6. All departing employees must receive a copy of **BENEFITS AT TERMINATION OF EMPLOYMENT** brochure (available through Benefits Services).

## Delivery System

### To Employee:

- Receives copy of Benefits Services Brochure regarding termination benefits.
- In cases of involuntary departure, employee receives written notice of non-renewal or termination.

### To Employee File:

- Copy of resignation form  
(If employee has resigned rather than been terminated)
- Copy of termination report
- Copy of written notice of non-renewal or termination  
(whenever termination is not voluntary)

### To Catholic Schools Department:

- Copy of resignation form (where applicable)
- Copy of termination report