**Subject:** Separation Practices for Non-Certified Employees

**Effective Date:** 02/24/25

**Approved By:** Board of Directors

**Policy:** 5201

**SUSPENSION**

The Executive Director/designee may suspend an employee at any time when deemed necessary.

Under no circumstances shall the Executive Director suspend an employee with pay. If reinstated, the employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

**DISMISSAL**

All non-certified (classified) employees are employed at the will of the Executive Director. The Executive Director may dismiss any non-certified employee during the contract year for any lawful reason.

**RESIGNATION**

Support personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Executive Director for justifiable reason.

The immediate supervisor shall forward copies, the day received to the Executive Director' office. Administration will prepare final payment for the next appropriate scheduled pay day.

**RETIREMENT**

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Employees who retire under TCRS may be employed up to one-hundred-twenty (120) days per year without loss of retirement benefits.