

The District will exercise care when deciding not to renew an employment contract. Staff should carefully screen decisions not to renew an employment contract in order to ensure that such decisions are based on lawful, legitimate, non-discriminatory and non-retaliatory criteria in order to mitigate the risk of claims of wrongful termination, discrimination, or retaliation.

Before deciding to terminate an employee, complete the following steps to ensure compliance with all District policies, procedures and employment law practices. Conduct a thorough investigation of the event(s) leading to termination. Collect and review all documents and interviews related to the employee's termination, including:

Yes	N/A	Documentation
		Evaluations: Do the evaluations clearly document and provide the employee notice of a performance problem?
		Last Chance Agreement: Plan of Improvement * Timeliness of Plan * Measurable Outcomes?
		Are evaluations objective and directly related to the job skills?
		Was the employee provided sufficient problem-related training or counseling? List all trainings, dates, and times.
		Was the employee advised that improper conduct or failure to correct actions would result in termination?
		Relevant emails (attached)
		Does one person have all the information? (Previous supervisor(s))
		Supervisor's notes and/or files (attached)
		District conducted a reasonably fair and adequate investigation before imposing decision. (Investigative materials attached)

Yes	N/A	Documentation
		Collective Bargaining Agreement
		Union Representation
		Loudermill Hearing (List date, attendees, and outcome):

Yes	N/A	Documentation
		District policies and procedures were followed.
		Can the District prove the employee was providing sufficient training or counseling?
		Has the employee had an opportunity to take corrective action?
		Was a probationary period established? Length of probationary period, if established. <input type="text"/>
		Was improvement noted?
		Has the District terminated other employees who engage in substantially similar performance issues? If NO, provide distinction that warrants termination in this case (attached)
		Can the District establish sufficient proof of inability to improve?

Yes	N/A	Documentation
		Has the employee alleged any form of discrimination, unsafe workplace, or any other unlawful conduct that could be characterized as whistle blowing? (Policy 5271)
		Was Washington Schools Risk Management Pool notified?
		Independent Review of Grounds - Adequacy of Termination

Identify any other special circumstances:

Comments:

Building Administrator/
Department Head:

****Original signature required! Please print and sign.****
(This notation will not print.)

Date

Executive Director of
Human Resources:

****Original signature required! Please print and sign.****
(This notation will not print.)

Date

Superintendent:

****Original signature required! Please print and sign.****
(This notation will not print.)

Date