

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
		Progressive Discipline Records
		Was employee put on notice that this kind of misconduct could lead to termination?
		Training Records: List all training dates, times and content presented (Attached)
		Does one person have all the information? (Previous supervisor(s))
Yes	N/A	Prior Notice
		Employee knew behavior(s) were not acceptable
		Employee knew consequences of behavior(s) could lead to termination
Yes	N/A	Investigation
		District conducted a reasonably fair and adequate investigation before imposing discipline. Investigative Materials (Attached)
		All individuals named/involved were interviewed in a timely manner and documented.
		Does the nature of the conduct speak for itself and warrant termination without additional training?
Yes	N/A	Pre-Termination Procedures
		Collective Bargaining Agreement
		Union Representation
		Loudermill Hearing
Yes	N/A	Due Process
		District's policies and procedures were followed.
		Can the District prove the employee was provided sufficient training or counseling?
		Has employee had an opportunity to take corrective action?
		Has the District terminated other employees who engage in substantially similar misconduct? * List dates and type of misconduct (Attached) * If NO, provide distinction that warrants termination in this case. (Attached)
		Can the District establish sufficient proof of the misconduct?
Yes	N/A	Other
		Has the employee alleged any form of discrimination, unsafe workplace, or any other unlawful conduct that could be characterized as whistle blowing? (Policy 5271)
		Are there any criminal actions completed or pending?
		Was Washington Schools Risk Management Pool notified?
		Independent Review of Grounds-Adequacy of Termination

Identify any other special circumstances:

Building Administrator/Department Head: _____
*****Original signature required! Please print and sign.*****
(This notation will not print.)

Executive Director of Human Resources: _____
*****Original signature required! Please print and sign.*****
(This notation will not print.)

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