

Ashland School District 5

Code: **GDP**
Adopted: 4/12/04
Orig. Code(s): GDP

Termination of Classified Staff

The following are considered causes for dismissal for classified employees:

1. Inefficiency;
2. Insubordination;
3. Neglect of duty;
4. Excessive absenteeism;
5. Possession or use of alcohol or illegal drugs during work hours;
6. Being under the influence of illegal drugs or alcohol during work hours;
7. Endangering the safety, mental health or physical health of students.

Except in unusual circumstances, the employee's supervisor will keep the superintendent or his/her representative informed of a problem which may result in dismissal.

Unless unusual circumstances exist where it is considered detrimental to the best interests of the district, an employee will be given adequate time to correct the causes which may result in dismissal.

In any case, the employee will be given the cause for this dismissal and written record will be furnished the superintendent's office for the employee's personal file.

Employees whose jobs are affected by changes in work, such as elimination of positions, insufficient appropriation of budgeted funds, etc., will be given at least 30 days prior notice of any action or change.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)