

# Eugene School District 4J

Code: **GDPD**  
Adopted: 7/2/73  
Revised: 2/4/87, 12/11/02  
Orig. Code(s): 4350

## Dismissal or Demotion of School Employees

1. As used in this policy, the words “school employee” include all employees of the district, except: those employees who are employed in a position where possession of a valid Teacher Standards and Practices Commission (TSPC) teaching license is required as a condition of their employment and who are employed half-time or more in the position. The superintendent or his/her designee is authorized to dismiss or demote a school employee.
2. A school employee who has been dismissed or demoted by the superintendent or his/her designee shall be entitled to a hearing before the board or its designee to appeal his/her dismissal or demotion if a written request is filed with the superintendent within 15 calendar days of the dismissal or demotion as provided by ORS 332.544.
3. The notice to dismiss or demote shall specify the causes of such demotion or dismissal.
4. The superintendent shall adopt an administrative procedure to conform with the requirements of procedural due process for the appeal process and board hearing.
5. No irregularity or noncompliance with any of the provisions of this policy or administrative rules developed pursuant to this policy shall nullify or otherwise affect the finality of any action taken hereunder unless it shall have materially prejudiced the party adversely affected thereby.
6. This policy and the administrative rules developed pursuant to this policy shall not apply to any action except dismissal or demotion.

END OF POLICY

---

Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.544](#)