

## Hearings Before the Board

The conduct of hearings in the district shall follow the Guide for Conduct of School Hearings, an Oregon Department of Education publication designed to help local school boards conduct the many hearings required by law, regulations, local policies or by the demands of due process as they apply to students, staff and public.

A hearing may be required in any of the following instances. An employee requesting a hearing shall have an opportunity to have a hearing prior to any final action resulting in discipline, demotion, nonrenewal or dismissal.

- A classified employee who files a request for a hearing within 15 days of dismissal or demotion under ORS 332.544.
- Employee grievance (where the grievance procedures so requires).
- Probationary teachers who are being dismissed during the contract period.
- Probationary teachers who are not renewed at the end of the contract period and who meet any one or more of the following: (1) If the teacher has a clearly implied promise of continued employment; (2) If the teacher has an expectancy of re-employment; (3) If the teacher is denied renewal for a reason which would damage his/her standing or association within the community; (4) If the action of the school administration imposes a stigma or other disability foreclosing the teacher's freedom to take advantage of other teaching opportunities.
- Probationary teachers or administrators not entitled to a hearing under (3) or (4) but who request a hearing.

Administrative procedures for activities prior to hearing to discipline, demote, nonrenew or dismiss an employee shall include, wherever reasonable a NEAT procedure: N-notice; E-explanation; A-assistance; and T-time.

- Notice - an early notice from the supervisor providing an opportunity for the employee to be aware of specific deficiencies.
- Explanation - a statement of the reasons for the action by the supervisor.
- Assistance - information from the trained supervisor as to how he/she will assist the employee to improve.
- Time - adequate time for the employee to make a change of behavior.

The Board shall remain unbiased and will not become involved in administrative decisions as to discipline, demotion, nonrenewal or dismissal of employee prior to a recommendation from the superintendent.

The administrative officer of the district shall be responsible for implementing all Board policies and administrative processes relating to discipline, demotion, nonrenewal or dismissal of employees.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.544](#)

[ORS 342.177](#)