HUMAN RESOURCES

Classified Personnel

Dismissal and Appeal Process

I. **Dismissal Process.** Employees may be dismissed for unsatisfactory performance whenever performance or conduct falls below the minimum acceptable standards for continued employment, violates the policies and regulations of the Prince William County Public School Board, the rules of the employees’ department/school, or the directives of their supervisor(s); and for other good cause. An employee may also be dismissed without cause in the event of a reduction in force, decrease in student enrollment, organizational restructuring, insufficient funding, closing of a facility, abolition of particular subjects or programs, termination of a special grant, or other conditions under the procedures set forth in Regulation 554-1, “Procedures for Reduction in Force.”

The employment of probationary employees may be terminated with or without cause. All employees have a right to know the reason or reasons for the termination of their employment.

II. **Notice of Dismissal.** Any employee recommended for dismissal is entitled to written notification of the proposed dismissal, which shall include the reasons, the effective date, and procedures for appealing the dismissal. The employee shall sign a copy of the letter of dismissal, unless impracticable.

III. **Pre-Termination Hearing.** Any employee who receives written notice of dismissal shall be provided with an opportunity to meet with a Department of Human Resources designee before dismissal for purposes of discussing the reasons for the dismissal and offering any defenses to such dismissal. In the event that the employee has been previously placed on suspension for those reasons which constitute the basis for the termination, and has received a hearing pursuant to Regulation 572.02-1, said hearing shall suffice as a pre-termination hearing within the meaning of this paragraph.

The employee shall be entitled to have a silent witness of their choice, other than an attorney, present at the hearing.

IV. **Termination Decision.** Following any pre-termination hearing, if the dismissal recommendation is confirmed, the employee shall be provided with written notice of the effective date of dismissal. All salary and benefits shall cease effective the date of dismissal.
V. **Appeal Process.** Any non-probationary employee dismissed for cause shall also be provided with a copy of this regulation and Regulation 508.02-1, “Procedures for Adjusting Grievances for Classified and Administrative Employees.” A non-probationary employee may elect to use Part III of the grievance procedures outlined in Policy 508.02-1 to appeal the dismissal. However, the dismissal shall remain in effect, and the employee shall not be entitled to any salary or other benefits during the pendency of any appeal/grievance proceedings, unless and until the employee is reinstated.

VI. Terminated employees shall be paid for all annual leave and sick leave for which they are eligible in accordance with the rules governing such leave.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.