Policy: 7.34

SUBJECT: **PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT**

Supersedes: GCP
Effective: March 12, 2009
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Approved by: Detroit Board of Education

1.0 Policy

All separations of individuals from regular employment in the district, whether by resignation, retirement, nonrenewal of contract, or discharge, will be presented by the General Superintendent to the Board for official Board action.

The following provisions apply to all personnel:

1. An employee who fails to return after a leave of absence, except as an extension is granted, will be separated from the district.

2. If an unsatisfactory rating is officially documented for a probationary employee, or if an employee with a continuing contract fails to achieve a satisfactory rating within a specified time, the employee's contract will be terminated in accordance with legal and negotiated requirements.

3. Employees who leave the school system at the time they owe sick leave borrowed in advance will repay the district the amount of sick leave they owe.

4. When an employee dies in service, monetary benefits to which he or she is entitled will be paid to the employee's estate. The employee assistance administrator will advise the family of procedures pertaining to insurance, survivor's benefits, and related matters.

5. When an employee dies before retirement, the estate of the deceased shall be entitled to receive terminal pay benefits calculated on the same basis as if the employee had retired.

Attachments to Policy 7.34: None

Legal References: MCLA § 380.483a

Labor Contract References: DFT
OSAS