

Subject: Termination: At-Will Employment, Discipline, Resignation, Dismissal

Effective Date: TBD Upon Board Approval

Approved By: Board of Directors

Policy: 8003.1 – 8003.3

8003.1 – AT-WILL EMPLOYMENT

Employment with Vista Springs Charter School ("VSCS") is at-will, meaning that either VSCS or the employee may terminate the employment relationship at any time, with or without cause or advance notice. Employment is not guaranteed for a specific period of time. No representative of VSCS, other than the Board Chairman or Designee, has the authority to enter into any agreement for employment for any specific period of time other than at-will.

8003.2 – DISCIPLINE

VSCS desires all employees to succeed. All supervisors are encouraged to offer constructive feedback, training, encouragement, and support in order to help facilitate employee success. Despite these best efforts, there are times when more formal action must be taken by the school. VSCS reserves the right to determine when improper actions by an employee have occurred and how they will be handled. The School does not have a required progressive disciplinary policy, and disciplinary action may not follow a specific set of steps. Without altering the at-will nature of employment, VSCS may impose one or more of the following in any order at its discretion: counseling, coaching, verbal or written warning, probation, monitored performance, job change, suspension with or without pay, demotion, change of work hours, reduction in pay, termination, or other forms of management action. When action is necessary, VSCS reserves the right to consider each incident on a case-by-case basis. This policy does not impair or alter the at-will employment relationship in any way.

8003.3 – RESIGNATION

Ample notice of intent to resign is appreciated from an employee who plans to leave the school. At a minimum, two (2) weeks' notice is desired and requested.

The Superintendent or her/his designee is authorized to accept the written resignation of any employee on behalf of the Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or her/his designee. A resignation presented to and accepted by the Superintendent may not be withdrawn by the employee.