**Subject:** Termination: At-Will Employment, Discipline, Resignation, Dismissal
**Approved By:** Board of Directors
**Policy:** 8004.1

SHASTA SPRINGS CHARTER SCHOOL
**Effective Date:**
**Revised Date:**

LIBERTY SPRINGS CHARTER SCHOOL
**Effective Date:**
**Revised Date:**

## 8003.1 – AT-WILL EMPLOYMENT

Employment with the Charter School is at-will, meaning that either the Charter School or the employee may terminate the employment relationship at any time, with or without cause and with or without advance notice. Employment is not guaranteed for any specific period of time. No representative of the Charter School has authority to make any agreement contrary to the foregoing, or to enter into any agreement for employment for any specified period of time, except in a written employment agreement that expressly (a) modifies the at-will relationship and (b) is approved by the Superintendent or their designee. Any such agreement must be in writing and signed by both the employee and the Superintendent or the individual authorized by the Superintendent as their designee.

Nothing in any policy, handbook, practice, procedure, verbal statement, or other communication is intended to or shall be construed in any manner to alter the at-will nature of employment with the Charter School.

## 8003.2 – DISCIPLINE

The Charter School desires all employees to succeed in their roles. 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. The Charter School reserves the right to determine when improper conduct or unsatisfactory performance by an employee have occurred and how they will be addressed. The School does not have a required progressive disciplinary policy, and disciplinary action may not follow a specific set of steps. The Charter School does not have, and does not intend to create, a required progressive disciplinary policy, and disciplinary action may not follow a specific set of steps.

Without altering the at–will nature of employment, the Charter School may in its sole discretion impose one or more of the following in any order at its discretion: counseling, coaching, verbal or written warning, performance improvement plan or, monitored performance, probation, job or assignment 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, the Charter School reserves the right to consider each situation on a case–by–case basis, taking into account the policy implicated, the employee's overall performance, prior conduct, and the needs of the school. This policy does not create any contractual rights and 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 Charter School. At a minimum, two (2) weeks' written notice is desired and requested in order to promote an orderly transition of duties and minimize disruption to students and to educational operations.

The Superintendent or their designee is authorized to accept the written resignation of any employee, and the resignation shall become irrevocable upon its receipt by the Superintendent or their designee, or on a later effective date specified in the resignation letter and accepted by the Superintendent or designee. The Superintendent or their designee may, in their sole discretion, permit the resignation to be withdrawn upon the written request of the employee.