
Non-Renewal of Non-Tenured Teacher Contracts Procedure (PER-P010)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department processes non-renewal of non-tenured teacher contracts in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 Human Resources Department instructs, through e-mail or written letter, all administrators to provide a brief written summary comments on all non-tenured teachers in February of each year.
- 5.2 Administrators provide informal summaries for the Human Resource Director on all non-tenured teachers with recommendation for renewal or non-renewal of employment for the coming academic year.
- 5.3 Director of Human Resources retrieves Human Resources files on all Non-tenured teachers recommended for non-renewal.
 - 5.3.1 Director of Human Resources prepares files for individual review by the Assistant Superintendent and the Superintendent.
- 5.4 The Superintendent and Assistant Superintendent review files for adequate documentation and approve or disapprove administrator recommendations for non-renewal.
- 5.5 Director of Human Resources prepares list of non-renewed teacher(s) for communication to the Board of Education.
- 5.6 In accordance with state statute, the Director of Human Resources prepares and delivers notification of non-renewal letters to effected teachers prior to April 1st of each year.
- 5.7 Teachers notified of non-renewal of their contracts may request a letter stating the reasons for their non-renewal. When such a request is made, the district must provide that statement of reason within seven (7) days of receipt of request.
 - 5.7.1 Human Resources Department prepares these letters for the Superintendent's signature.
- 5.8 Teachers not satisfied with written reasons for non-renewal may request a hearing before the Board of Education, unless the reason for the non-renewal is that the position is being eliminated.

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5.8.1 Director of Human Resources will schedule the hearing before the Board if so desired by the teacher.

5.9 Board rulings are final and binding for all parties.

6.0 ASSOCIATED DOCUMENTS:

6.1 Non-renewal letter

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Non-renewal letter	Employee Human Resources File	99 years	Discard as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/13/2006	B	Change, add/delete language in 5.1, 5.2, 5.6, 5.7, 5.8, 6.1 & 7.0.

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