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.

2.0 RESPONSIBILITY:

2.1 Superintendent of Schools

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resources

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.
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:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-renewal letter</td>
<td>Employee Human Resources File</td>
<td>99 years</td>
<td>Discard as desired</td>
<td>Locked Office</td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Rev.</th>
<th>Description of Revision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/25/2003</td>
<td>A</td>
<td>Initial Release</td>
</tr>
<tr>
<td>09/13/2006</td>
<td>B</td>
<td>Change, add/delete language in 5.1, 5.2, 5.6, 5.7, 5.8, 6.1 &amp; 7.0.</td>
</tr>
</tbody>
</table>

*** End of procedure ***