

Date of Discharge: Employee Name and Position:

District Policies Governing Events That Led to Discharge: Applicable Section of CBA:

Incorporate the following materials in the decision making process.

Yes N/A Is action result of staff complaint? (WSSDA Policy 5270)

Yes N/A If yes, was the District's policy and procedure on resolution of staff complaints followed?*

*List dates of each step

PRIOR EVALUATIONS:

Yes N/A Do prior evaluations provide the employee notice of a performance problem?

If yes, what was/were the performance problem(s)?

What steps were taken to assist the employee in remedying the problem(s)?

PRIOR DISCIPLINE:

Yes N/A Was the employee put on notice that this kind of misconduct could lead to termination?

What was the specific discipline administered?

Yes N/A Are there investigative reports?
* If yes, attach internal and external reports.

Yes N/A Are there other reviews (Awards, Community Feedback?)
* If yes, describe:

Yes N/A Are there applicable contracts or offers of employment (ensure the termination does not result in a breach of contract)?
*If yes, describe:

Yes N/A Does the District have records that this employee attended training programs applicable to the inappropriate actions or performance problems prior to the complaint or poor performance issues?

List all training, dates and times.

Other applicable records:

PRIOR ATTEMPTS TO REMEDY THE PROBLEM:

Yes N/A After the employee's inappropriate actions or performance problem(s) were identified, did the employee receive sufficient problem related training or counseling?

Yes N/A Was the employee then put on notice that this kind of misconduct could lead to termination?

List dates, times, content.

Yes N/A Does the training include coaching and other attempts to support the employee's performance?

List dates, times, who provided coaching or guidance.

Yes N/A Is there documentation of the problem and attempts to remedy it?

List dates, times, remedies.

Yes N/A Did you provide a Last Chance Agreement, Plan of Improvement? (If yes, attach copy)

What were the timelines of the plan?

What were the measurable outcomes?

Yes N/A Does the nature of the conduct speak for itself and warrant termination without additional training?

Why?

REPORTING IMPROPER GOVERNMENT ACTION (WSSDA POLICY 5271)

Yes N/A Was a written report submitted stating in detail the basis for employee belief that an improper *Government Action* has occurred?
* This could include any form of discrimination, unsafe work condition or other unlawful conduct that could be characterized as whistle blowing.

If yes, list:

Yes N/A Are severance and a release of claims appropriate?

GROUND FOR TERMINATION/DUE PROCESS

Yes N/A Was the District policy and procedure for resolution of staff complaints followed? (WSSDA Policy 5270)

If yes, list steps, dates and hearings held:

Yes N/A Can the District prove that the employee was provided sufficient training or counseling?

Yes N/A Was a Probationary Period established?

Length of Probationary Period:

Yes N/A Was improvement noted?

Y/N N/A Has the District terminated other employees who engage in substantially similar misconduct?

List Dates List types of misconduct:

If NO, please provide distinction that warrants termination in this case

Yes N/A Can the District establish sufficient proof of the misconduct?

List:

Yes N/A Does the District have records that this employee attended training programs applicable to the inappropriate actions or performance problems prior to the complaint or poor performance issues?

CAN THE DISTRICT ESTABLISH THAT THE CONDUCT LACKS ANY:

Yes N/A Educational value; or

Yes N/A Legitimate professional purpose; or

Yes N/A Consists of an un-remediable deficiency which materially and substantially affects performance, especially as it pertains to the learning environment?

Yes N/A Was the investigator/investigation fair and objective?

The investigation was: Internal: External:

Yes N/A Will less serious action stop the conduct and deter it from reoccurring?

Why or why not?

Yes N/A If applicable, was the employee given a Loudermill Hearing after the completion of the investigation?

Date

List those in attendance:

Outcome:

Person completing this report:

Date

INDEPENDENT REVIEW OF GROUNDS ADEQUACY OF TERMINATION:

Please print and initial.

Date

Building Administrator/Department Head

Please print and initial.

Date

Executive Director of Human Resources

Please print and initial.

Date

Superintendent

Identify any other special circumstances: