

## **SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS**

It shall be the policy of the Biddeford School District to strive to assist personnel in every way possible to adjust to their positions and to perform their duties satisfactorily. Every reasonable effort shall be made to avoid dismissing personnel at any level.

The School Committee has the legal responsibility for dismissal of personnel, in accordance with state and local regulations. Dismissal requires two-thirds vote of the full School Committee membership.

No employee shall be dismissed except for just and reasonable cause and only after an investigation has been conducted and written and signed charges have been filed with the School Committee. The School Committee, if it decides to proceed on the charges, shall notify the employee in writing of the charges brought against him/her and shall provide an opportunity for a hearing.

The School Committee, upon recommendation by the Superintendent, has the right to suspend an employee against whom formal charges have been filed, until such time as a decision has been rendered. Suspension requires a majority vote of the full School Committee membership, and shall be without loss of pay if the employee is cleared of the charges.

Adopted: April 27, 1999

Revised: