

1 Joint School District No. 2, Meridian  
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.

3 CLASSIFIED PERSONNEL

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5 Series 400

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7 Policy Title Resignations, Retirement, Code No. 402.21  
8 Suspension and Dismissal

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11 RESIGNATIONS

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13 Employees shall give 15 days notice for release from a position or remain until a  
14 satisfactory replacement can be secured.

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16 RETIREMENT

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18 Retirement policies are established by State of Idaho public employee policies. **SEE**  
19 **MANUAL "PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO"**.

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21 It shall be the policy of Joint School District No. 2 to honor retiring employees who have  
22 been with the district five (5) or more consecutive years by presenting a service award at  
23 a time and place deemed appropriate.

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25 SUSPENSION AND DISMISSAL

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27 Classified personnel may be suspended with or without pay for disciplinary reasons as  
28 determined by their immediate supervisor or building principal. Such suspension shall  
29 be in writing, setting forth the reason(s) for the suspension and informing them of their  
30 right to file a grievance with the appropriate supervisor, following the procedures as  
31 outlined in policy Code No. 402.50.

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33 A classified employee's immediate supervisor or building principal may dismiss said  
34 employee. Such dismissal shall be in writing, setting forth the reason(s) for dismissal  
35 and informing the dismissed employee of his/her right to file a grievance with the  
36 appropriate supervisor, following the procedures as outlined in policy Code No. 402.50.

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50 Date of Revision:  
51 5/22/95

Legal Reference: Code of Idaho  
Title 59 – Chapter 13