

TERMINATION OF EMPLOYMENT

DF  
(EXHIBIT)

The forms on the following pages are provided to assist the District in notifying employees of contract termination.

Exhibit A: Notice of Proposed Termination of a Probationary or Term Contract — 1 page

Exhibit B: Notice of Proposed Termination of a Continuing Contract — 1 page

Exhibit C: Notice of Contract Termination — 1 page

---

**Note:** The following forms are for termination of a probationary, term, or continuing contract during the contract term for reasons other than financial exigency. For termination of a probationary or term contract during the contract term due to financial exigency, see DFFA. For termination of a continuing contract due to financial exigency, see DFFC. For termination of a probationary contract at the end of the contract term, see DFAB. For nonrenewal of a term contract at the end of the contract term, see DFBB. For nonrenewal of a term contract due to a program change, see DFFB.

---



TERMINATION OF EMPLOYMENT

DF  
(EXHIBIT)

EXHIBIT A

NOTICE OF PROPOSED TERMINATION  
OF A PROBATIONARY OR TERM CONTRACT

Date of notice: \_\_\_\_\_

Employee name: \_\_\_\_\_

On \_\_\_\_\_ (*date of meeting*), the Board voted to propose termination of your employment contract for the following reasons:

(List all reasons constituting good cause for contract termination.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To request a hearing on the Board's proposed termination of your employment contract, you must submit a written request to the Commissioner of Education for appointment of an independent hearing examiner, and provide the Board a copy of the request, not later than the 15th day after the date you received this notice.

If you do not request a hearing within 15 days of receiving this notice, the Board will vote to terminate your contract.

Please direct questions regarding the proposed termination of your contract to the executive director of human resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title



TERMINATION OF EMPLOYMENT

DF  
(EXHIBIT)

EXHIBIT B

NOTICE OF PROPOSED TERMINATION  
OF A CONTINUING CONTRACT

Date of notice: \_\_\_\_\_

Employee name: \_\_\_\_\_

On \_\_\_\_\_ (*date of meeting*), the Board voted to propose termination of your employment contract for the following reasons:

(List all reasons constituting good cause for contract termination.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To request a hearing on the Board's proposed termination of your employment contract, you must notify the Board in writing not later than the tenth day after the date you receive this notice. You must also submit a written request to the Commissioner of Education for appointment of an independent hearing examiner, and provide the Board a copy of the request, not later than the 15th day after the date you received this notice.

If you do not notify the Board of a hearing request within ten days of receiving this notice, or if you fail to timely request appointment of an independent hearing examiner, the Board will vote to terminate your contract.

Please direct questions regarding the proposed termination of your contract to the executive director of human resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title



TERMINATION OF EMPLOYMENT

DF  
(EXHIBIT)

EXHIBIT C

NOTICE OF CONTRACT TERMINATION

(To be used to notify an employee of the Board's final action to terminate a probationary, term, or continuing contract, if the employee fails to timely notify the Board or request a hearing.)

Date of notice: \_\_\_\_\_

Employee name: \_\_\_\_\_

On \_\_\_\_\_ (*date of meeting*), the Board took final action to terminate your employment contract, effective \_\_\_\_\_.

Please direct questions regarding the termination of your contract to the executive director of human resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title