

## **PROVISIONAL ADMINISTRATORS**

The following information and procedures shall be followed in Nebo School District relative to the administrators appointed within the District:

### **DEFINITIONS**

1. "Career administrator" means an administrator within the District who has obtained a reasonable expectation of continued employment based upon Utah Code Section 53A-8-102 and 106.
2. "Provisional administrator" means an individual, other than a career administrator or a temporary administrator, who is employed by the District. A provisional administrator must work for the District on at least a half-time basis for three consecutive years to obtain career administrator status based upon Utah Code Section 53A-8-106(1).
3. "School District" or "District" means Nebo School District in the County of Utah, State of Utah.
4. "School Board" or "Board" means the Nebo School Board of Education in the County of Utah, State of Utah.
5. "Contract term" or "term of employment" means the period of time during which an employee is engaged by the District under a contract of employment, whether oral or written.

### **DISMISSAL PROCEDURES FOR CAUSE**

Any employee may be suspended or dismissed during a contract term for any of the following:

1. Dishonesty/theft;
2. Dangerous disorderly conduct;
3. Immoral conduct;
4. Child sexual or physical abuse;
5. Commission/conviction of criminal act(s), including entering a plea of guilty or no contest, of a felony or misdemeanor involving a moral turpitude;
6. Illegal discrimination or harassment;
7. Breaking the "Alcohol and Drug-Free Workplace Policy";
8. Use of public property for personal gain;
9. Negligent or wilful damage of District property;

10. Falsification of information supplied to the District (such as applications, employment data, reports, required documents, test data, etc.);
11. Repeated unexcused absence/tardiness, wilful misuse/abuse of benefits (including sick leave, health insurance, etc);
12. Wilful neglect of duty;
13. Insubordination or failure to comply with directives from supervisors;
14. Incompetence.

**Termination during the contract term notification requirements:**

At any time during the term of employment, the District may terminate an administrator for cause upon giving written notice by personal delivery or certified mail to the last known address, stating that employment shall terminate at a time fifteen (15) days or more from the date of notice, and stating the detailed reasons and evidence supporting such reasons.

**CONTRACT NON-RENEWAL FOR PROVISIONAL ADMINISTRATORS**

During the three year probationary period for provisional administrators, the District Administration will provide assistance to the administrator to enable them to take advantage of training and will work with them to help them to adjust to the culture, policies and procedures of the District. If this is not successful, the attempts will be documented, giving specific instructions to the administrator regarding the unsatisfactory performance.

The District shall notify a provisional administrator at least sixty (60) days before the end of the provisional employee's contract if the employee will not be offered a contract for a subsequent term of employment. At the discretion of the Board, the administrator may be terminated, placed in another administrative position, or in a teaching position in the District, if qualified and willing to work at the appropriate salary for the offered position.

In the absence of a notice of intention not to renew, the provisional employee is considered employed for the next contract term with a salary based upon the Administrative Salary Schedule. Nothing in the section shall preclude the dismissal of a provisional employee for cause during the term of employment.

Approved: 9-12-01

References: Utah Code, Section 53A-8-101 et. seq.