

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: REVIEWED 2/20; 2/21
		Rescinds: PER 41	Issued: 04/01/12

1 REPORTING OF CRIMINAL ARRESTS

2 All employees shall report being arrested to their immediate supervisor within two (2) days of the arrest. The
3 supervisor must report the offense to the Director of Schools immediately, and the Director of Schools must report
4 the arrest to the Board Chair as soon as practical.

5 SUSPENSION PENDING AN INVESTIGATION¹

6 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
7 investigation or final disposition of a case before the Board or an appeal. If the matter under investigation
8 is not the subject of an ongoing criminal investigation or a Department of Children's Services
9 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
10 not exceed ninety (90) days in duration. The Director of Schools may suspend a non-tenured teacher
11 with or without pay. If the suspension is without pay and the teacher is vindicated or reinstated, the non-
12 tenured teacher shall be paid full salary for the period of suspension.

13 SUSPENSION OF THREE DAYS OR LESS²

14 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
15 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
16 provided with written notice, including the reasons for the suspension along with an explanation of the
17 evidence; (2) given an opportunity to respond to the Director/designee at a recorded conference, if
18 requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days.
19 Both parties may be represented by counsel at the conference, which shall be recorded.

20 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS

21 The Director of Schools may dismiss or suspend for more than three days any non-tenured teacher
22 **during the contract year** for incompetence, inefficiency, insubordination, improper conduct or neglect
23 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

24 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
25 before an impartial hearing officer.²

26 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
27 hear the case and the employee shall have the right to:

- 28 1. be represented by counsel;
- 29 2. call and subpoena witnesses;

- 30 3. examine all witnesses; and
- 31 4. require that all testimony be given under oath.

32 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
33 affected employee within ten (10) working days following the close of the hearing. The employee may
34 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written
35 decision to the employee. Written notice of appeal to the Board shall be given to the Director of Schools.
36 Within twenty (20) days of receipt of notice, the Director shall prepare a copy of the proceedings,
37 transcript, documentary and other evidence presented and provide the Board a copy of the same.

38 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
39 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
40 In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to
41 extend additional time. The Board shall take one of the following actions:

- 42 1. sustain the decision;
- 43 2. send the record back if additional evidence is necessary;
- 44 3. revise the penalty; or
- 45 4. reverse the decision.

46 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
47 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
48 after the conclusion of the hearing.

49 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in
50 same manner as the non-tenured teacher.

51 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
52 the Rutherford County Chancery Court. The Board shall provide the entire record of the hearing to the
53 court.

54 **NONRENEWAL**

55 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
56 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
57 or tenure protections.

58 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
59 tenured teacher and providing assistance for overcoming these deficiencies.

60 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
61 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,¹
62 the following action shall be taken:

- 63 1. The Board shall be notified at the next regular Board meeting; and
- 64 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail
65 so that it will be received by the employee within five (5) business days following the last
66 instructional day for the school year.³

67 RESIGNATION

68 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
69 effective date of the resignation.⁴ The Board may waive the thirty (30) days-notice requirement and
70 permit a teacher to resign in good standing.

71 The conditions under which it is permissible to break a contract with the Board are as follows:

- 72 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
73 statement of a physician approved by the Board;
- 74 2. The drafting of the teacher into military service by a selective service board; or
- 75 3. The release by the Board of the teacher from the contract which the teacher has entered into with
76 the Board.

77 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
78 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
79 Failure to render such notice may be considered a breach of contract.⁵

80 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
81 the State Board of Education and request the suspension of a teacher's certificate. After the State Board
of Education has provided the teacher an opportunity for defense during a hearing, the State Board of
Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-
five (365) days.⁶

82 RETIREMENT

83 Retirement shall mean a termination of services under conditions which will allow the employee to draw
84 benefits from retirement plans and/or social security benefits.

85 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
86 the retirement system. Central Office personnel shall assist employees in securing retirement benefits;
87 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
88 writing from the Tennessee Consolidated Retirement System (TCRS) to the Central Office. It shall be
89 the responsibility of the retiring employee to file for benefits.

90 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
91 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the
92 Director of Schools certifies in writing to the Board that no other qualified personnel are available to
93 substitute teach.⁷

94 The Director of Schools may employ teachers retired for at least one year for full-time employment as a
95 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost
96 or suspended under certain conditions, which include but are not limited to the following:⁸

- 97 1. The Director of Schools of the employing system must certify in writing that no other qualified
98 individuals are available to fill the position;
- 99 2. The Commissioner of Education must certify that the employing school system serves an area
100 that lacks qualified teachers to serve in the position to be filled;

101

3. The retired teacher must hold a valid license and shall not be entitled to tenure status;

- 102 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or
103 receive medical insurance coverage; and
- 104 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
105 Board for teachers with no experience filling similar positions, nor more than eighty-five percent
106 (85%) of the rate of compensation set by Board for teachers with comparable training and years
107 of experience filling similar positions.

108 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
109 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
110 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy).*
111

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512(d)
3. TCA 49-5-409; Public Acts of 2015, Chapter No. 232
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411
7. TCA 8-36-805
8. TCA 8-36-821