

**N E W J E R S E Y S C H O O L B O A R D S  
A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/4117R**

PERSONNEL  
SEPARATION/DISCIPLINARY ACTION

Separation from Employment

Reduction in Force

Whenever there is a surplus of employees or insufficient funds, and the problem cannot be resolved by transfer of employees from one department to another (see File Code GO/4114), reductions shall be made in such position classifications as the Executive Director in consultation with the Executive Committee may designate.

Authority: BD 5/78  
BD 3/85  
BD 9/94  
BD 10/00  
BD 3/02

Retirement

Employees of the Association shall be eligible for retirement in accordance with state law and the rules and regulations promulgated by the New Jersey Public Employment Retirement System.

Authority: BD 6/74  
Revised: BD 6/87  
BD 9/16

Resignation

An employee shall submit a written letter of resignation/retirement to the Executive Director with a copy to his/her department director and human resources.

Support Staff: A member of the support staff shall give a minimum of two weeks' notice before the effective date of his/her resignation. The staff member will be expected to be at work during the notice period.

Professional Staff: A member of the professional staff shall give a minimum of four weeks' notice before the effective date of his/her resignation. The staff member will be expected to be at work during the notice period.

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Executive Staff: The Department Directors, Deputy Executive Director, and the General Counsel shall give a minimum of eight weeks' notice. At the discretion of the Executive Director, the required notice period may be reduced to less than the minimum required notice period. The staff member will be expected to be at work during the notice period. Failure to provide the required notice may result in loss of any unused vacation pay, if any, at the discretion of the Executive Director.

Authority: BD 5/78  
BD 10/00  
BD 3/01  
BD 11/03

Revised: BD 9/08  
BD 9/16

See Also: GO/4117

Dismissal/Demotion

NJSBA employees, except for the Executive Director, do not have a contract, express or implied, guaranteeing employment for any specific duration. An employee may be dismissed or demoted, with or without cause or notice, at the discretion of the Executive Director. Dismissal or demotion of executive staff shall be done with the concurrence of the Executive Committee and a report shall be made to the next Board of Directors meeting. Examples of causes sufficient for dismissal or demotion may include, but are not limited to the following:

- A. Unsatisfactory performance, neglect or nonperformance of duties.
- B. Absence without leave or failure to report after authorized leave has expired or has been revoked.
- C. Inability to perform essential job functions.
- D. Insubordination or serious breach of discipline.
- E. Intoxication or use of illegal drugs while on duty.
- F. Conviction of a criminal act.
- G. Acts injurious to the integrity of the NJSBA.

Authority: BD 5/78  
BD 9/94  
BD 10/00  
BD 9/09  
BD 9/16

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SEPARATION/DISCIPLINARY ACTION

See Also: GO/4115.1  
GO/4117.4

Authority: BD 3/02

Termination

Poor job performance, unacceptable conduct, and/or policy violations may result in human resources submitting to the Executive Director, a memo that states his/her recommendation for termination of employment.

Issued: November, 2000

Revised: March, 2002  
September 2008  
September 30, 2016

Association Property/Personal Items

Human Resources is responsible to oversee the return of all items that are the property of NJSBA such as, but not limited to:

- A. Building access card.
- B. Building and association vehicle keys.
- C. NJSBA reference materials.
- D. Computer equipment items such as CPU, keyboard, monitor, printer, disks, etc.
- E. NJSBA equipment or property provided for use in an employee's home office.

Human Resources shall communicate with relevant department directors such as Information Technology, Legal etc. to confirm outstanding items and their return.

If employment is terminated by the Association, Human Resources is responsible for overseeing the employee's collecting of his/her personal belongings.

Exit Interview

The Association believes it will benefit from the input of employees who are leaving the Association. To that end, the Association encourages employees who are separating to schedule an exit interview with the Director, Human Resources. The Director, Human Resources will provide the employee with an Exit Interview Form.

Issued: January, 2001

Revised: March, 2002  
September 2008

See Also: GO/4117

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Separation Pay

When an employee is terminated from the employ of NJSBA the Executive Director may, at his or her discretion, award separation pay consistent with this policy.

Separation pay shall be determined by the following factors:

- A. Annual Budget
- B. Years of Service
- C. Performance/Evaluations

Revised: September 30, 2016