

## **CBOCES' Termination Process**

### **A. Resignation- GCQC, Discipline, Suspension, and Dismissal of Professional Staff- GCQF**

#### **1. Resignations**

a) A professional staff member is encouraged to give at least 30 days written notice to Centennial BOCES prior to resigning employment. Centennial BOCES shall comply with the reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

#### **2. Discipline, Suspension, and Dismissal of Personnel**

a) The executive director shall be authorized to suspend with pay or place a professional staff member on unpaid administrative leave as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The executive director shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted, including but not limited to termination of employment. The Board shall make the final decision regarding the dismissal of any professional staff member.

#### **3. Exit Interviews**

a) It shall be the duty of the Executive Director and appropriate supervisors to establish a procedure for exit interviews for employees leaving the BOCES.

b) The purpose of this interview is to determine the employee's reason for leaving, benefit conversion rights, PERA withdrawal procedures, and possible suggestions for job improvement.

#### **4. Cobra Benefit Information**

a) Information on COBRA benefits will be given to you by 24HOURFLEX from CEBT/Willis Tower Watson with 10 days of last day.