

**Non-Renewal
Deadline
March 30, 2018**

Recommendation for Classified Provisional Non-Renewal 2017-2018

I am recommending that the following classified employee's contract be non-renewed at the end of the current contract year:

Employee's Name _____ Employee # _____

Supervisor's Name _____ School/Dept _____

Supervisor's Signature _____ Date _____

Provisional Status: ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Authorized for less than 20 hours per week

Summary of the reason(s) for recommending non-renewal:

I have communicated to the employee in the following ways that he/she was not being successful (i.e. evaluation, date(s) of meeting(s), warnings, assistance offered and discussed together, etc.)

☐ Principal/Department Director Signature _____ Date _____

HR Use Only

Reviewed by: _____ Suzi Jensen, HR Director _____ Steven Baker, HR Associate Director _____ Rodney Rose, HR Associate Director

☐ **Non-Renewal Approved**

☐ Non-Renewal letter sent to principal for teacher signature and distribution

☐ **Non-Renewal Denied**

☐ Principal notified by _____

Suzi Jensen _____ Date _____