

**Yolo County Office of Education
Head Start/Early Head Start**

Policy: Termination of Employment

Performance Standard: In accordance with federal regulations, the Head Start/Early Head Start Policy Council must approve the termination of any employee whose compensation is paid primarily from Head Start/Early Head Start funds. This includes probationary and regular employees, contract employees, managers and the director. Policy Council's authority is limited to approval of recommendation to terminate and no disciplinary action less than termination will be discussed with Policy Council.

Procedures:

1. The YCOE process for releasing probationary employees will be adhered to, with any recommendation to release the employee to be approved by the Policy Council.
2. Any supervisor who anticipates giving a regular employee a "needs to improve" rating on any measure on an evaluation must first consult with the Head Start/Early Head Start Program Director.
3. If after the consultation, the Head Start/Early Head Start Program Director concurs that a "needs to improve" rating is appropriate, the Head Start/Early Head Start Program Director will notify the Director of Human Resources.
4. The Human Resources Director will take such action as he/she deems needed to assure that the evaluation and all follow-up to the evaluation is conducted in accordance with all YCOE policies and applicable state and federal regulations.
5. If the employee does not demonstrate sufficient improvement after the evaluation process and reasonable opportunities to improve have been accorded, the Human Resources Director may request approval from the Policy Council to recommend termination.
6. The request to recommend termination will be presented to the Policy Council in closed session. At that meeting, in person or in writing, the Human Resources Manager will verify that the employee has been given reasonable opportunities to improve and has been accorded due process. To assure the employee's right to privacy is safeguarded no identifying information will be included in the recommendation.
7. Upon approval by the Policy Council, a recommendation to terminate the employee will be forwarded to the Superintendent for his/her action. The Policy Council will not hear appeals to this request from the employee or his/her representative. The YCOE appeals process will be followed.

Related Regulations: 1301.31(a)(2); 1304.50(d)(1)(x-xi)

ADOPTED BY POLICY COUNCIL: 11/17/04