

**Human Resources**  
**Employment Actions and Records**  
**Discontinuance of Employment**

This policy supersedes Policy 4290.2.

**I. PURPOSE**

To establish procedures to accommodate the resignation, retirement, nonrenewal, dismissal, or other termination of school system employees.

**II. AUTHORITY FOR DISCONTINUANCE OF EMPLOYMENT**

The Division Superintendent, the assistant superintendent, Department of Human Resources, or their designee, may act on resignations and retirements of school system employees, subject to final approval of the School Board when necessary.

The Division Superintendent is authorized to develop procedures and make recommendations to the School Board regarding nonrenewal, dismissal, or other termination of teachers and educational administrators. For all other school system employees, the Division Superintendent is authorized to develop and implement procedures regarding dismissal or other termination of employment.

Legal reference: Code of Virginia, sections 22.1-304, 22.1-307-309, 22.1-313

Policy  
adopted: July 1, 1986  
Revised: February 13, 1992  
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Reviewed  
and corrected: December 8, 2006