

Personnel

Resignation, Termination or Nonrenewal of Activity Position

I. Purpose

This policy defines the process for ending an assignment with an employee who has been involved in an activity position in Edina Public Schools.

II. General Statement of Policy

All activity positions in Edina Public Schools are appointed positions lasting for one year only.

III. Implementation of Resignations and Terminations/Nonrenewals

A. Resignation

An employee wishing to resign before the end of the appointment will submit their intent to resign in writing from the position to the activities director or building administrator overseeing the position.

B. Termination

The school district may terminate an employee in an activities position during the contracted season. Such employee will be warned verbally and notified in writing of deficiencies and, when appropriate, be given an opportunity to resolve or correct the deficiencies through a work plan. Immediate termination may occur when circumstances warrant. A termination of such employee may be done through a meeting that may include the attendance of the head coach/advisor (as appropriate), the activities director and the building principal.

C. Hearing for Termination of Head Varsity Athletic Coach

1. Termination hearing. Before a district terminates the coaching duties of an employee who is required to hold a license as an athletic coach from the commission of education, the district must notify the employee in writing and state its reason for the proposed termination. Within 14 days of receiving this notification, the employee may request in writing a hearing on the termination before the board. If a hearing is requested, the board must hold a hearing within 25 days of the request, according to the hearing procedures specified under Minn. Stat. § 122A.40, subdivision 14, and the termination is final upon the order of the board after the hearing.

2. Final decision. Within 10 days after the hearing, the board must issue a written decision regarding the termination. If the board decides to terminate the employee's coaching duties, the decision must state the reason on which it is based and include findings of fact based upon competent evidence in the record. The board may terminate the employee's duties or not, as it sees fit, for any reason which is found to be true based on substantial and competent evidence in the record.
3. Nonapplication of section. This section does not apply to the termination of coaching duties pursuant to a district transfer policy or as a result of the nonrenewal or termination of the employee's contract or the employee's discharge, demotion or suspension pursuant to Minn. Stat. §§ 122A.40 or Minn. Stat. §§ 122A.41. This section does not apply to the termination of an employee's coaching duties before completing the probationary period of employment.

D. Nonrenewal of Contract

The district may choose not to renew a contract with an employee in an activity position. The district will decide at the time new contracts are issued not to renew such employee for the following year. The employee in an activity position may be notified of the reasons for the nonrenewal in compliance with state law.

Legal References:

Minn. Stat. § 122A.33 (License and Degree Exemption for Head Coach)

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 122A.58 (Coaches, Termination of Duties)

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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota