

**ADMINISTRATIVE REGULATIONS REGARDING  
RESIGNATION/DISMISSAL/SUSPENSION**

Resignations:

Should an employee wish to sever his/her relation with the board, he/she will give at least two weeks notice in writing to the secretary of the board.

Definitions:

“Suspension” means temporary removal on an employee from a position with loss of pay, as a disciplinary measure, or removal from a position preliminary to decision of the board on charges leading to dismissal or demotion.

“Demotion” means reduction of an employee from a given class or group of similar position combined under a common title to a class or group having a lower salary rate.

“Dismissal” means separation, discharge or permanent removal of an employee from service in the district for cause in accordance with the policies and regulations of the district.

Notice of Disciplinary Action:

A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. If violation of a policy or regulation of the district is alleged, the policy or regulation shall be set forth in the notice. The notice must contain specific action or omission with which the employee is charged. . . a general charge will not serve the purpose.

Placement on Administrative Leave Pending Disciplinary Action:

In any case where the superintendent or designee deems it necessary or proper, the employee may be placed on administrative leave until the board of education has determined what disciplinary action to take, if any, against the employee.

Placement on Administrative Leave Pending Disciplinary Action:

The placement on administrative leave shall be with pay,

Regulation  
APPROVED: 10/16/80  
APPROVED: 11/03/09

BOZRAH PUBLIC SCHOOLS  
Bozrah, Connecticut