

Letters of employment shall be provided all custodial & maintenance, administrative assistants, and classified staff groups employed by the Board of Education. A custodial & maintenance, administrative assistant, or classified staff member shall be given written notice of renewal or refusal of his/her employment for the ensuing year on or before May 15<sup>th</sup> of the calendar year during which said staff member holds employment. Employment shall be accepted or rejected not later than the last day of school.

All custodial & maintenance, administrative assistants, and classified staff members are expected to fulfill the provisions of their job description. Failure to do so will disqualify the member for recommendations for continuing employment by the Board. The superintendent may release a staff member when in the judgment of the superintendent there is a reason that warrants it. Two weeks notice should be given by the employer when terminating employment.

Legal Ref.: Section 121.52 (2)(1) Wisconsin Statutes

Cross Ref.: Current Employee Agreements  
546.2, Suspension and Dismissal of Support Staff Members

**Adoption Date:** 11/8/82

**Revised:** 5/6/96  
April 2002  
May 2024