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**Education Code Revisions
Recommended by the
Education Code Committee
Pacific Union Conference
September 14, 2017**

**Fall Education Council Recommended to Board of Education
November 15, 2017**

Voted by Union Board of Education, December 11, 2017

E10-172 Reduction in Force (RIF) [Revised 4/2015; 12/2017]

When it is necessary to implement a reduction in force (RIF) because of financial reasons the following criteria shall be used:

- A. Consideration of the program offered by the school.
- B. Consideration of the employment status and the qualifications of the employees in each category in "C". This shall precede any decision regarding which employees shall be affected by the RIF.
- C. Subject to the criteria in "D", each category of employees listed below shall be considered for RIF before moving to the next category:
 - 1. Non-Exempt Classified
 - 2. Salaried Classified
 - 3. Non-Regular Status, Part-time
 - 4. Non-Regular Status, Full-time
 - 5. Regular Status, with consideration of
 - a. Certification and appropriate endorsements
 - b. Total years of service to the school, local conference and the Church
- D. The personnel remaining at the school must have the personal and professional qualifications necessary to function in the restructured position(s).
- E. In unusual circumstances one or more of the above criteria may be waived if prior approval has been obtained from the local conference office of education.
- F. ***In the event of a change in financial circumstances after the Reduction in Force has been voted, the personal and professional qualifications of the impacted employee/s will be considered for any open positions.***

1 E11-140

Termination of Employee on Regular Status Employment

[Revised 11/2010; 11/2012; 5/2013; 11/2015; 4/2016; 12/2017]

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4 A. Definition [Revised 4/2016]

5
6 The discontinuance of employment for stated cause during or at the close of
7 the contract year.

8
9 B. Reasons for Termination [Revised 11/2015; 12/2017]

10
11 1. The reasons affecting an employee's fitness to teach or administer and
12 retention of a teaching certificate include but are not limited to the
13 following:

- 14
15 a. Moral or personal conduct not in accordance with the principles
16 of the Seventh-day Adventist Church.
17 b. Conviction of a crime that is a felony or involves moral
18 turpitude.
19 c. Persistence in advocating, practicing, or teaching beliefs,
20 and/or philosophy contrary to the basic tenets, standards, and
21 doctrines of the Seventh-day Adventist Church.
22 d. The use of alcohol, tobacco, controlled substances without a
23 prescription, or the misuse of drugs.
24 e. Insubordination as evidenced by persistent violation of, or
25 refusal to cooperate with policies and assignments.
26 f. Membership in an organization advocating the overthrow of the
27 government by force or subversion.
28 g. ***Acting in a manner that seriously jeopardizes the health***
29 ***and safety of students or failing to act in a manner that***
30 ***ensures the health and safety of students.***

31
32 2. An employee on Regular Status may be terminated for any one of the
33 following reasons:

- 34
35 a. ~~Insufficient enrollment.~~ ***Reduction in Force (E10-172).***
36 ~~Lack of funds to support the teaching position.~~
37 c. Failure to correct or overcome an identified problem area
38 during the probationary period.
39 d. Recurrence of a failure to correct or overcome an identified
40 problem after a previous probationary status change.
41 e. Refusal to accept an administrative transfer.

1 E12-140

Termination of Employee on Non-Regular Status, Provisional Employment
[Revised 11/2012; 5/2013; 4/2016; 12/2017]

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4 A. Definition [Revised 4/2016]

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6 The discontinuance of employment for stated cause during or at the close of
7 the contract year.

8
9 B. Reasons for Termination [Revised 11/2015; 12/2017]

10
11 1. The reasons affecting an employee's fitness to teach or administer and
12 retention of a teaching certificate include but are not limited to the
13 following:

- 14
15 a. Moral or personal conduct not in accordance with the principles
16 of the Seventh-day Adventist Church.
17 b. Conviction of a crime that is a felony or involves moral
18 turpitude.
19 c. Persistence in advocating, practicing, or teaching beliefs,
20 and/or philosophy contrary to the basic tenets, standards, and
21 doctrines of the Seventh-day Adventist Church.
22 d. The use of alcohol, tobacco, controlled substances without a
23 prescription, or the misuse of drugs.
24 e. Insubordination as evidenced by persistent violation of, or
25 refusal to cooperate with policies and assignments.
26 f. Membership in an organization advocating the overthrow of the
27 government by force or subversion.
28 g. ***Acting in a manner that seriously jeopardizes the health***
29 ***and safety of students or failing to act in a manner that***
30 ***ensures the health and safety of students.***

31
32 2. An employee on Non-Regular Status may be terminated for any one of
33 the following reasons: [Revised 11/2015; 12/2017]

- 34
35 a. ~~Insufficient enrollment~~ ***Reduction in Force*** (See E10-172).
36 b. ~~Lack of funds to support the teaching position.~~
37 c. Failure to correct or overcome an identified problem area
38 during the probationary period.
39 d. Recurrence of a failure to correct or overcome an identified
40 problem after a previous probationary status change.
41 e. Refusal to accept an administrative transfer.

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3 A. Definition

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5 A change in employment status initiated by the Term Status employee or the
6 employer at any time during the term of employment which results in
7 reassignment from an administrative position to another position in the local
8 school or another school in the local conference.

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10 B. Employment Status

11
12 A reassignment to a position that requires a certificate reinstates the
13 employment status achieved prior to Term Status employment.

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15 C. Salary

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17 The salary (excluding the administrative allowance) is unaffected for the
18 remainder of the term if the administrator qualifies for or has achieved Regular
19 Status.

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21 D. Reasons for Reassignment [Revised 12/2017]

22
23 Reassignment may be initiated for reasons such as, but not limited to, the
24 following:

- 25
26 1. Failure to fulfill the responsibilities in the job description as detailed in
27 the *Education Code*.
28 2. Unsatisfactory performance in the current position as determined by
29 the local conference board of education in consultation with the local
30 school board.
31 3. Conflicting personal relationships.
32 4. Failure to complete the requirements for the Administrator Certificate,
33 where applicable.
34 5. ~~Insufficient enrollment.~~ **Reduction in Force (See E10-172).**

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E16-140 Termination of a Term Status Employee
[Revised 11/2012; 5/2013; 4/2016; 12/2017]

A. Definition [Revised 4/2016]

The discontinuance of employment for stated cause during or at the end of the term.

B. Reasons for Termination [Revised 11/2015; 12/2017]

The reasons affecting a term status employee's fitness to administer and/or teach and retention of a teaching certificate include but are not limited to:

1. Moral or personal conduct not in accordance with the principles of the Seventh-day Adventist Church.
2. Conviction of a crime that is a felony or involves moral turpitude.
3. Persistence in advocating, practicing, or teaching beliefs and/or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
4. The use of alcohol, tobacco, controlled substances without a prescription, or the misuse of drugs.
5. Insubordination as evidenced by persistent violation of, or refusal to cooperate with policies and assignments.
6. Membership in an organization advocating the overthrow of the government by force or subversion.
7. Misappropriation of school assets.
8. ***Acting in a manner that seriously jeopardizes the health and safety of students or failing to act in a manner that ensures the health and safety of students.***

E19-140 Termination of a Salaried Classified Employee [Revised 4/2016; 12/2017]

A. Definition [Revised 4/2016]

Termination is the discontinuance of employment for stated cause by the employer.

B. Reasons for Termination [Revised 11/2015; 12/2017]

The reasons for termination may include, but are not limited, to the following:

1. ~~Insufficient enrollment.~~ ***Reduction in Force (See E10-172).***
2. ~~Lack of adequate funds for the position.~~
3. Employee's inability to fulfill required responsibilities because of physical, mental, or emotional disability after the employer has made reasonable accommodation of the employee or accommodation by the employing institution constitutes an undue hardship.
4. Employee's failure to satisfactorily perform as determined by the administration.
5. Moral or personal conduct not in accordance with the principles of the Seventh-day Adventist Church.
6. Committing, aiding, advocating, pleading guilty or being convicted of any crime that is a felony, or any crime involving moral turpitude, either a misdemeanor or felony.
7. Persistence in advocating, practicing, and teaching beliefs or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.

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E19-140 Termination of Salaried Classified Employee (Cont'd)

- 8. The use of alcohol, tobacco, controlled substances without a prescription, or the misuse of drugs.
- 9. Insubordination - violation of, or refusal to comply with policies or perform work assignments.
- 10. Membership in any organization advocating the overthrow of the government by force or subversion.
- 11. ***Acting in a manner that seriously jeopardizes the health and safety of students or failing to act in a manner that ensures the health and safety of students.***

C26-108 Dual Credit [New Policy 11/2008; Revised 11/2013; 4/2016; 4/2017; 12/2017]

Dual credit may be granted for college/university courses taken in residence on an Academy campus when the academy has a matriculation agreement with an accredited Seventh-day academy college/university. ~~Exceptions shall be approved by the local conference office of education. Schools must receive approval from the local conference office of education before any dual credit courses are develop.~~

The process for approval is available from the Pacific Union Conference Office of Education.