

EMPLOYMENT PRACTICES
AT-WILL EMPLOYMENT

DCD
(REGULATION)

AT-WILL EMPLOYMENT Employees who are not subject to an employment contract are employed as “at-will” employees in accordance with Texas law and, as such, are subject to termination of employment at any time, for any lawful reason or no reason at all, with or without prior notice. Likewise, at-will employees may resign their employment with the District at any time, for any reason or no reason. This regulation does not alter the employment status of at-will employees.

Depending on the overall circumstances, the District reserves the right to begin and apply appropriate discipline, at its discretion, for performance and/or conduct, including, without limitation, immediate termination. When a supervisor recommends proposed termination of an at-will employee, the following steps for review of that recommendation may be applied, depending on the overall circumstances.

STEP ONE:
NOTIFICATION OF
POTENTIAL
TERMINATION

The administrator/supervisor ~~may~~ **WILL** notify his or her immediate supervisor and an employee relations administrator of the recommendation for termination. The administrator/supervisor ~~may~~ **WILL** explain the situation leading to the recommendation, and describe the corrective interventions that have been previously used, if any, as appropriate.

STEP TWO:
SUBMISSION OF
SUPPORTING
DOCUMENTATION

The principal/supervisor ~~may~~ **WILL** provide the employee relations administrator copies of supporting documentation, if any, as appropriate and required. Examples of such items that could, but are not required, to be reviewed may include, by way of example only, performance evaluations, corrective action forms, memorandum(a) of concern, written directives, summary memos, meeting summaries, e-mail communications, investigation reports, or other relevant information and/or documents.

STEP THREE:
MEETING WITH
EMPLOYEE

The principal/supervisor and the employee relations administrator ~~may~~ **WILL** meet with the employee to describe their concerns related to performance and/or conduct and/or to give the employee an opportunity to provide additional information related to the concern(s) identified. Following the meeting, the employee relations administrator and the principal/supervisor ~~may~~ **WILL** consider the information received. If and when appropriate, the principal/supervisor ~~may~~ **WILL** consult with the ~~assistant superintendent for human resources~~ **CHIEF HUMAN CAPITAL MANAGEMENT OFFICER** regarding the individual’s employment status.

STEP FOUR:
REVIEW OF
RECOMMENDATION

The ~~assistant superintendent for human resources~~ **CHIEF HUMAN CAPITAL MANAGEMENT OFFICER** ~~may~~ **WILL** review recommendations to terminate, as appropriate, and may consult with the principal/supervisor(s) in the employee’s chain of command. If concurrence is met and it is determined that additional review is required under the circumstances, the supervisor’s recommendation

may be sent to the Superintendent, or his/her designee, for final review and/or approval, as appropriate.

STEP FIVE:
MEETING WITH
EMPLOYEE

The employee's supervisor(s) and/or an employee relations administrator will notify the employee of the decision and refer the employee to the appeals process as described in DGBA(LOCAL), if applicable.

STEP SIX: FILING
AN APPEAL

If a proposed termination is issued, the employee may appeal the termination pursuant to Board policy DGBA(LOCAL).

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