



ORS Employee Non-Renewal Request

The purpose of this form is to provide evidence of adequate communication to an employee about poor performance. Supporting documentation should include dates of verbal and written communication and a reasonable timeline for the employee to demonstrate improvement prior to a possible non-renewal.

Termination - This form will **NOT** be required for employees who have acted in a manner that is out of compliance with ORS Board Policy and would warrant an immediate termination.

Date _____

Name of Employee _____ Hire Date _____

School Assigned _____ Position _____

Name of Person Completing Form _____ Position _____

Summarize performance concerns leading to this request of employee non-renewal.

List areas of support that were provided to promote employee improvement.



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Submit all supporting documentation addressing employee's performance concerns.

Did employee have an improvement plan? Yes No (Circle One)

If yes, attach copy with request.

School Administration Recommendation

The following action has been approved:

_____ Employee will maintain employment; continue with current/updated Improvement Plan.

_____ Place employee on an Improvement Plan.

_____ Employee will be non-renewed at the end of current school year, as requested.

If request was denied, provide explanation of why an alternate recommendation was approved.

Dr. Bruce T. Borchers, Superintendent Oak Ridge Schools

Date

Dr. Kelly M. Williams, Executive Director of Teaching & Learning

Date

Mr. Bruce Lay, Executive Director of School Leadership

Date

Mr. Matthew Bradburn, Executive Director of Human Resources

Date