


<i>Mission Hope Foundation</i>	Policy Title:	General Board Authorized:	YES
	Dismissal or Non-Renewal of Contract Policy	ESERN:	BP800-03

The annual deadline to notify employees/contractors of contract renewal/non-renewal decisions is August 30. In order to be properly prepared, administrators will need to have identified employees who they wish to non-renew in advance of the board meeting in which the board will consider renewal/non-renewal recommendations.

Recommendations will be considered by the board at least two weeks in advance of August 30. This allows sufficient time to alter or reconsider recommendations if necessary.

- Renewals/Non-Renewals will be board action items.
- If the President is recommending non-renewal, the affected employee/contractor will be given written notice in advance of the board meeting. The employee/contractor has the choice to elect that any discussion be in an executive session.
- If the board wants to discuss an employee/contractor who has been recommended for renewal, such discussion will need to be scheduled for a later meeting to provide an opportunity to give notice to the employee. The employee should be allowed to make a statement on his or her own behalf and have a representative present.
- The written notice to the employee/contractor includes the reasons for non-renewal.
- If the board takes action and non-renews any employee/contractor, the employee/contractor will be given written notice of the decision before August 30.

Authorization Signature		Date: 8/16/23
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