

Plano ISD
043910
REDUCTION IN FORCE
FINANCIAL EXIGENCY
DFFA(EXHIBIT)

The forms on the following pages are provided to assist the District in notifying employees of contract termination due to financial exigency.

[Exhibit A](#): Notice of Proposed Termination of Probationary Contract during Contract Term Due to Financial Exigency—1 page

[Exhibit B](#): Notice of Proposed Termination of Term Contract during Contract Term Due to Financial Exigency—1 page

[Exhibit C](#): Notice of Contract Termination—1 page

Note: These forms are for termination of a probationary or term contract during the contract term due to financial exigency. For termination of a probationary or term contract during the contract term for reasons other than financial exigency, see DF. For termination of a probationary contract at the end of the contract term, see DFAB. For nonrenewal of a term contract at the end of the contract term, see DFBB. For nonrenewal of a term contract due to program change, see DFFB.

Plano ISD
043910
TERMINATION OF EMPLOYMENT
DF(EXHIBIT)

EXHIBIT A

NOTICE OF PROPOSED TERMINATION OF PROBATIONARY CONTRACT
DURING CONTRACT TERM DUE TO FINANCIAL EXIGENCY

Date of notice: _____

Employee's name: _____

On _____ (*date of meeting*), the Board voted to send notice of proposed termination of your employment contract due to a financial exigency declared under Education Code 44.011. A copy of the District's DFFA(LOCAL) policy is attached.

The Board has determined that any hearing on this proposed termination will be conducted as follows:

- Before the Board or designee. To request a hearing on the Board's proposed termination of your employment contract, you must submit a written request to the Board not later than the 15th day after the date you receive this notice. The Board will notify you whether the hearing will be conducted by the Board or an attorney designated by the Board.
- Before an independent hearing examiner appointed by the commissioner of education. To request a hearing on the Board's proposed termination of your employment contract, you must submit a written request to the commissioner for appointment of an independent hearing examiner, and provide the Board a copy of the request, not later than the 15th day after the date you receive this notice.

If you do not request a hearing within 15 days of receiving this notice, the Board will vote to terminate your contract.

Please direct questions regarding the proposed termination of your contract to the Superintendent.

Signature: _____

Printed name: _____

Title: _____

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EXHIBIT B

NOTICE OF PROPOSED TERMINATION OF TERM CONTRACT
DURING CONTRACT TERM DUE TO FINANCIAL EXIGENCY

Date of notice: _____

Employee's name: _____

On _____ (*date of meeting*), the Board voted to send notice of proposed termination of your employment contract due to a financial exigency declared under Education Code 44.011. A copy of the District's DFFA(LOCAL) policy is attached.

The Board has determined that any hearing on this proposed termination will be conducted as follows:

- Before the Board or designee. To request a hearing on the Board's proposed termination of your employment contract, you must submit a written request to the Board not later than the tenth day after the date you receive this notice. The Board will notify you whether the hearing will be conducted by the Board or an attorney designated by the Board.
- Before an independent hearing examiner appointed by the commissioner of education. To request a hearing on the Board's proposed termination of your employment contract, you must notify the Board in writing not later than the tenth day after the date you receive this notice. You must also submit a written request to the commissioner for appointment of an independent hearing examiner, and provide the Board a copy of the request, not later than the 15th day after the date you receive this notice.

If you do not notify the Board of a hearing request within ten days of receiving this notice, or if you fail to timely request appointment of an independent hearing examiner, if applicable, the Board will vote to terminate your contract.

Please direct questions regarding the proposed termination of your contract to the Superintendent.

Signature: _____

Printed name: _____

Title: _____

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EXHIBIT C

NOTICE OF CONTRACT TERMINATION

(To be used to notify an employee of the Board's final action to terminate a probationary or term contract if the employee fails to timely notify the Board or request a hearing.)

Date of notice: _____

Employee's name: _____

On _____ (*date of meeting*), the Board took final action to terminate your employment contract, effective _____.

Please direct questions regarding the termination of your contract to the Superintendent.

Signature: _____

Printed name: _____

Title: _____