



Conejo Valley Unified School District

HUMAN RESOURCES DEPARTMENT

1400 E. Janss Road, Thousand Oaks, California 91362

Telephone (805) 497-9511 • FAX (805) 494-3741

NOTICE OF NON-REAPPOINTMENT/ RELEASE FROM EXEMPT (UNCLASSIFIED) EMPLOYMENT

NOTICE TO: CLASSIFIED HUMAN RESOURCES

COPY TO: _____

PLEASE BE ADVISED THAT _____, EMPLOYED IN A CAPACITY OF
EMPLOYEE NAME

_____, WILL NOT BE RENDERING SERVICE AT _____
JOB TITLE DEPARTMENT/SCHOOL SITE

EFFECTIVE _____ .

THE FOLLOWING REASONS SERVE AS THE BASIS OF NON-REAPPOINTMENT: (CHECK ALL THAT APPLY)

- LACK OF WORK / LACK OF FUNDS
- EMPLOYEE IS UNAVAILABLE OR UNWILLING TO RENDER SERVICE OR HAS RESIGNED
- EMPLOYEE MISCONDUCT
- UNSATISFACTORY WORK

COMMENTS: _____

ADMINISTRATOR NAME SIGNATURE DATE

CLASSIFIED HUMAN RESOURCES DEPARTMENT USE ONLY

DID THE EMPLOYEE RESIGN IN LIEU OF TERMINATION? Yes No

LAST DAY ON PAYROLL: _____ REVIEWED BY: _____

BOARD OF EDUCATION ACTION: _____
DATE