



**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

750 Mitchell Road - Newbury Park, CA 91320
Telephone (805) 498-4557

**NOTICE OF NON-REAPPOINTMENT/
RELEASE FROM EXEMPT EMPLOYMENT**

Notice to: **Classified HR** **Certificated HR**

Please be advised that _____
Employee Name

Employed in the capacity of _____
Job Title

Will not be rendering service at _____ Effective: _____
Department/School Site

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
- Employee Misconduct
- Unsatisfactory Work
- Employee Resigned

COMMENTS: _____

Administrator Name Signature Date

HUMAN RESOURCES DEPARTMENT USE ONLY	
Did the employee resign in lieu of termination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board of Education Action Date: _____	VCOE Date, if applicable: _____