

At times, it will become necessary for Vista and an employee to make changes in employment status. Vista will abide by the following guidelines during separation:

Certified and Classified Employees:

- Vista Administration will seek to give as much notice as possible.
- Where possible, prior to termination, employees will be placed on an improvement plan with measurable targets and expectations. Employees will meet regularly with a supervisor to discuss progress towards goals.
- Employees that separate from Vista voluntarily can expect compensation for completed work but no further compensation.
- Employees that separate from Vista involuntarily but complete the school year, will be compensated for the remainder of the employment agreement on file.
- Employees that separate from Vista involuntarily but are unable to complete the school year, may be compensated from 0 to 6 weeks beyond depending on reason for separation and longevity of prior employment.

Administrative Team Members:

- Vista Administration will seek to give as much notice as possible.
- Where possible, prior to termination, employees will be placed on an improvement plan with measurable targets and expectations. Employees will meet regularly with a supervisor to discuss progress towards goals.
- Employees that separate from Vista voluntarily can expect compensation for completed work but no further compensation.
- Administrative team members that separate from Vista involuntarily may expect severance that follows the guidelines below:
  - 0 to 5 years of Vista Administrative Service shall be receive full salary and benefits for 6 weeks beyond final pay period worked.
  - 5 to 10 years of Vista Administrative Service shall receive full salary and benefits for 3 months beyond final pay period worked.
  - 10 years of Administrative Service and beyond shall receive full salary and benefits for 6 months beyond final pay period worked.
- Payments shall be made in one lump sum payment of salary.
- Insurance portions of COBRA shall be paid on behalf of employee.