

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Notice of Disciplinary Action

If the Board of Trustees approves the recommendations of the superintendent for disciplinary action, including suspension or dismissal, the employee shall be notified in writing within three (3) calendar days.

Notification to the employee of dismissal or other disciplinary action approved by the governing board shall be sent to the employee at the last address of official record with the district by way of U.S. Certified mail.

The notification to the employee shall contain:

1. A statement in ordinary and concise language of the specific charges brought against the employee.
2. A statement that the employee has a right to appeal the decision and to have a hearing before the governing board on such charges.
3. A card or paper, the signing and filing of which shall constitute a demand for a hearing and a denial of all charges, provided that it is filed within five (5) working days after receipt of the notice by the employee.

No permanent classified employee shall be dismissed, suspended or demoted unless he/she is given written notice signed by the superintendent or designee, identifying the reasons for the dismissal, suspension, or demotion and the effective dates thereof.