

**LYON COUNTY SCHOOL DISTRICT  
BOARD POLICY**

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**GDG**

*ADMONITION OF A LICENSED EMPLOYEE*

The administrator or manager/supervisor charged with supervision of a licensed employee is responsible for the admonition of that employee, if necessary. In situations where an admonition of a licensed employee may lead to demotion, dismissal, or cause the employee not to be re-employed, the administrator shall follow the applicable procedures developed by the Superintendent/designee in compliance with NRS 391.311 through 391.361, and NAC 391.500 through 391.555.

Reference: NRS 391.311 through 391.361, NAC 391.500 through 391.555

Policy #GDG  
Revised 10/25/11

*ADMONITION OF A LICENSED EMPLOYEE – ADMINISTRATIVE REGULATIONS*

When an administrator or manager/supervisor charged with the supervision of a licensed employee believes it is necessary to admonish the employee for a reason s/he believes may lead to demotion, dismissal, or cause the employee not to be re-employed under the provisions of NRS 391.312, the administrator or manager/supervisor shall

1. Bring the matter to the attention of the employee involved, in writing, stating the reasons for the admonition and that it may lead to his/her demotion, dismissal, or a refusal to re-employ him/her, and make a reasonable effort to assist the employee to correct whatever appears to be the cause for his/her potential demotion, dismissal, or a potential recommendation not to re-employ; and
2. Allow reasonable time for improvement, which must not exceed three (3) months for the first admonition. There is an exception allowed for in NRS 391.314 for situations where the immediate suspension of an employee is in the best interests of the pupils of the District. The admonition must include a description of the deficiencies of the teacher and the action that is necessary to correct those deficiencies.

An admonition issued to a licensed employee who, within the time allowed for improvement, has met the standards set for him/her by the administrator who issued the admonition must be removed from the employee's records, along with all notations and indications of it having been issued, not later than three (3) years after the admonition was issued.

Probationary employees need not be admonished if their employment will be terminated pursuant to NRS 391.3197.

A licensed employee is subject to immediate dismissal or a refusal to re-employ according to the procedures provided in NRS 391.311 through 391.3197 without admonition required on grounds contained in NRS 391.312 Subsection 1 Items (b) immorality, (f) physical or mental incapacity, (g) a justifiable decrease in the number of positions due to decreased enrollment or District reorganization, (h) conviction of a felony or a crime involving moral turpitude, (p) dishonesty, and (t) gross misconduct.

Reference: NRS 391.311 through 391.361, NAC 391.500 through 391.555