

P4523 SUSPENSION AND/OR DISMISSAL

BOARD POLICY:

Employees are subject to suspension and/or dismissal only with sufficient cause.

Administrative Implemental Procedures:

1. An employee will be subject to immediate suspension and/or discharge if it is determined that a deliberate false statement has been made or included in the employment application.
2. Employees may be suspended temporarily with pay deduction for improper conduct or inferior job performance. The immediate supervisor of the employee will recommend the appropriateness of the length of the suspension. The time limit for any suspension shall not exceed five (5) working days.
3. Any action affecting an employee's position must be initiated by completing the appropriate form or forms.
4. Causes for suspension and/or dismissal shall include but not be limited to:
 - a. Unexcused and/or extended absence
 - b. Failure to improve work performance after notification (*Plan of Assistance* form or letter from supervisor)
 - c. Frequent tardiness and/or absences without acceptable excuses
 - d. Supportive evidence and/or admission of dishonesty or improper conduct on the job
 - e. Reporting and/or being on duty under the influence of liquor or other nonprescribed drugs
 - f. Deliberate damage or destruction of Board property
 - g. Continued carelessness or recklessness
 - h. Disregard for the comfort and safety of a fellow worker
 - i. Striking, fighting, or otherwise attempting to injure another employee
 - j. Interfering with other employees in the discharge of their duties
 - k. Insubordination
 - l. Repeated failure to notify supervisor when unable to report to work.

Administrative Responsibility: Human Resources

Latest Revision Date: June 1995

Previous Revision Date: July 1982 P4523

Reference: Policies and Procedures for Classified Personnel