

**Suspension and Dismissal of Support Staff Members****I. DEFINITIONS**

- A. **“Suspension”** means temporary removal of an employee from a position with or without loss of pay.
- B. **“Demotion”** means reduction of an employee from a given class or group of similar position combined under a common title to a class or group having a lower salary rate.
- C. **“Dismissal”** means separation, discharge or permanent removal of an employee from service in the district for cause in accordance with the policies and regulation of the district.

**II. NOTICE OF DISCIPLINARY ACTION**

A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. If violation of a policy or regulation of the district is alleged, the policy or regulation shall be set forth in the notice. The notice must contain the specific act or omission with which the employee is charged. A general charge will not serve this purpose.

A proceeding may be brought by, or on behalf of, the employee to restrain any further proceedings under any notice of disciplinary action violative of this provision.

**III. JUST CAUSE FOR SUSPENSION, DEMOTION, OR DISMISSAL**

One or more of the following causes may be grounds for suspension, demotion or dismissal of any person employed in the non-certified service:

1. Incompetency or inefficiency in the performance of the duties of the assigned position.
2. Insubordination (including, but not limited to, refusal to do assigned work).
3. Carelessness or negligence in the performance of duty or in the care or use of district property.
4. Discourteous, offensive, or abusive language or conduct toward other employees, students or the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job or reporting for work while intoxicated.

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**III. JUST CAUSE FOR SUSPENSION, DEMOTION, OR DISMISSAL (continued)**

7. Use and possession of harmful drugs on school grounds without medical supervision.
8. Personal conduct unbecoming an employee of the district.
9. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable policies or regulations of the district.
10. Conviction of any crime involving moral turpitude, including a sex offense.
11. Repeated or unexcused absence or tardiness.
12. Abuse of leave privileges.
13. Falsifying any information supplied to the school district, including but not limited to, information supplied on application forms, employment records, or any other school district record.
14. Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the Board of Education, the superintendent, or by any appropriate state or government agency.
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public.
16. Abandonment of position.

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