

- CLASSIFIED PERSONNEL -**Notice of Personnel Actions**

With assistance as needed from the Board attorney, the Superintendent shall provide to an employee written notification of personnel actions, including but not limited to, termination, nonrenewal, reduction in force, and suspension.

WARNING NOTICES

It is not necessary for warning notices to be given to an employee before s/he may be suspended, demoted or dismissed. However, if the Site Administrator does issue warning notices for reasons listed in Board Policy 03.27, the notices shall be issued in accordance with the following provisions

1. Prior to the issuance of a warning notice, the Site Administrator shall hold an informal conference with the employee.
2. The Site Administrator shall retain a copy and forward a copy to the Superintendent/designee, as appropriate.
3. Three (3) warning notices are sufficient cause for demotion, suspension, or dismissal.

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION)

Prior to termination or suspension without pay of an employee during the term of his/her contract, the Superintendent shall observe the following due process provisions:

1. Only the form provided by the Superintendent/designee shall be used by employees to request a meeting. The Superintendent shall provide procedural assistance to all employees, as requested.
2. If a meeting is requested, the Superintendent shall set the time and place of the meeting and shall conduct the meeting. During the meeting, the employee shall be given the opportunity to hear the evidence of the charges, to testify on his/her behalf, and to call others to testify. The District shall present evidence and testimony first, and the employee shall be given the opportunity to respond to any evidence or testimony presented. The Superintendent may ask questions of those testifying.
3. **Copies of exhibits to be submitted on behalf of the District and the employee shall be exchanged between the parties or their representative prior to the meeting.** The employee is entitled to the presence of a conferee provided s/he gives twenty-four (24) hours of advance notice to the Superintendent. At the conclusion of the meeting, the Superintendent shall prepare and forward to the employee a written decision within ten (10) working days.
4. All information relating to any disciplinary action shall be placed in the employee's personnel file.
5. If an employee is completely exonerated during the disciplinary action process, any records pertaining to such disciplinary action shall be expunged from his/her personnel file, and the employee shall suffer no loss of pay, grade, or position.

Notice of Personnel Actions

DUE PROCESS PROVISIONS (SUSPENSION WITHOUT PAY/TERMINATION) (CONTINUED)

6. Any action taken as a result of this procedure shall be considered settled at the completion of any step if the employee does not request a hearing within the prescribed period of time.
7. Time limits set forth in this section may be extended by the written mutual agreement of the employee and the Superintendent.