

HUMAN RESOURCES

BP 7365 DISCIPLINE AND DISMISSAL – CLASSIFIED ADMINISTRATORS

References:

Education Code Section 88013;
Government Code Sections 3300-3313 (Peace Officers' Bill of Rights)

The Superintendent/President shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the applicable law and employee handbooks. Disciplinary procedures for employees represented by an exclusive bargaining representative, such as CCE/AFT, are contained in the appropriate collective bargaining agreement, and nothing herein applies to such employees.

The District utilizes progressive discipline, which involves both informal and formal discipline. Informal discipline is primarily corrective in nature, and does not involve potential loss of property interests. Informal discipline includes adverse or negative evaluations, warnings, reprimands, directives and the denial of any leave. These actions may be used in attempts to resolve problems informally prior to imposing formal disciplinary action.

Formal discipline refers to disciplinary actions, penalties, and/or settlements including dismissal, suspension, or demotion without the classified employee's voluntary consent, and which are subject to due process because of the potential deprivation of an employee's property interest. A permanent classified employee may be subject to formal discipline by the District for cause. The Governing Board's determination of the sufficiency of the cause for formal disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent or for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.