

## **DISCIPLINE, SUSPENSION AND DISMISSAL OF SUPPORT STAFF**

Code **GDQD-R** Issued **3/05**

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Any principal or supervisor may recommend to the superintendent or his/her designee that a support staff member be dismissed. The recommendation should be made in writing and should state the reason for the recommendation. Any supporting documentation should be attached to the dismissal recommendation.

The recommendation should be sent to the superintendent. If the superintendent determines that the recommendation appears to be properly documented and/or appropriate, he/she will advise the employee that a recommendation of dismissal is being considered, the basis for the recommendation and provide the employee with an opportunity to offer reasons why he/she should not be dismissed. If the superintendent is not persuaded to withdraw the recommendation at that point, he/she will place the employee on suspension with full pay and benefits, and notify the employee in writing of the suspension and that a recommendation of dismissal is being made to the superintendent. Once the superintendent decides to accept or reject the recommendation of dismissal, the employee will be notified of the decision in writing.

The employee will also be notified that, in case of a dismissal, the employee has the right to appeal the dismissal by requesting a hearing before the board. Such a request should be made in writing to the superintendent and should include the basis upon which the employee believes the dismissal decision to have been improper or unjustified. At the next regularly scheduled board meeting, the superintendent will present the employee's request to the board, along with any documentation and correspondence related to the dismissal recommendation. The board will decide whether or not to grant the employee's request for a hearing, and the employee will be notified of the board's decision within 10 days.

If a board hearing is conducted, the hearing will be informal and non-adversarial. The hearing will be held in executive session within 30 days of the board's decision to conduct a hearing and the employee will be notified of the place and time for the hearing as well as the format to be followed. The board's decision following the hearing will be communicated to the employee in writing.

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