

DISCIPLINARY ACTIONS: CLASSIFIED SERVICE

A permanent classified employee of the District shall not be dismissed, demoted, or suspended except for cause as determined by the Board of Trustees. Disciplinary action means dismissal, demotion, suspension without pay, or other appropriate sanction which the Board of Trustees may impose. The Board of Trustees determination of the sufficiency of the cause for disciplinary action shall be conclusive.

No dismissal, demotion, or suspension shall be taken against any permanent employee for any cause which arose prior to the date upon which the employee became permanent, nor for any cause which arose more than two years preceding the date of the filing of the notice of cause, unless such cause was concealed or not disclosed by such employee when it could reasonably be assumed that the employee should have disclosed the facts to the appropriate authority in the District.

Probationary employees may be dismissed or demoted prior to completion of the probationary period. Such disciplinary action may be taken by the appropriate management employee subject to review and concurrence by the Assistant Superintendent, Human Resources, and approval by the Board.

A permanent or probationary employee shall not be considered to have been dismissed or demoted until final action is taken by the Board.

PRINCIPLES FOR DISCIPLINARY ACTIONS

Disciplinary actions taken will adhere to the following principles:

1. Performance and behavioral problems will be discussed with employees when they occur.
2. Whenever a pattern of unsatisfactory performance or behavior emerges that cannot be corrected through a logical sequence of supervisory actions (discussions, training, counseling, verbal admonishment), then formal disciplinary action must be taken.
3. All formal disciplinary actions are to be in writing and must clearly document and demonstrate unacceptable performance or behavior.
4. All documentation to support disciplinary action must include the following elements:
 - a. Date and time of incident(s);
 - b. Action taken or behavior exhibited by the employee;
 - c. Resulting consequences of that action or behavior on the employee's total work performance or the operations and morale of the work unit;
 - d. Action taken by the supervisor in response to the employee's behavior;
 - e. Employee reaction to the supervisor's efforts to correct his/her behavior.

Fullerton Joint Union High School District
BP 4583.1(b)

5. The following are the standard formal disciplinary actions that may be taken by the District:
- a. Written warning
 - b. Written reprimand
 - c. Suspension
 - d. Transfer
 - e. Reduction
 - f. Discharge

Reference: Education Code Sections 45103, 45113, 45114

Policy adopted: March 3, 1969; September 18, 1978; April 19, 1982; September 12, 2000; September 6, 2005