

## Chapter 5: PERSONNEL

## General Personnel Policies

Effective Date  
June 8, 2011

Employment Terminations and Suspensions

Supersedes Policy Issued  
None

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Suspension without Pay

The School Board may suspend without pay: (1) an employee pending a dismissal hearing as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District.

Misconduct that is detrimental to the School District includes, but is not limited to:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board Policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the education program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

At the request of the employee made within five (5) calendar days of receipt of a pre-suspension notification, the Superintendent or designee will conduct a pre-suspension hearing. The Superintendent or designee shall notify the employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the employee or his/her representative may present evidence.

Suspension with Pay

The Superintendent or designee may suspend an employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

CROSS REF.: 5.200, Terms and Conditions of Employment and Dismissal  
5.290, Employment Termination and Suspensions