

Personnel

DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

BP 4218

The Governing Board expects all employees to perform their jobs satisfactorily and to exhibit professional and appropriate conduct. A classified employee may be disciplined for unprofessional conduct or unsatisfactory performance in accordance with law or any applicable collective bargaining agreement, Board policy, or administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4000 - Concepts and Roles)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4200 - Classified Personnel)

Disciplinary actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. The Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Disciplinary actions may include, but are not limited to, verbal and written warnings, involuntary reassignment, demotion, suspension without pay, reduction of pay step in class, compulsory leave, and dismissal.

A probationary classified employee may be dismissed by the Superintendent or designee at any time prior to the expiration of the probationary period.

(cf. 4216 - Probationary/Permanent Status)

Permanent classified employees shall be subject to disciplinary action only for cause as specified in the accompanying administrative regulation. (Education Code 45113)

Procedures for Serious Disciplinary Proceedings

The Superintendent or designee shall develop disciplinary procedures for use when dismissal, suspension, demotion, involuntary reassignment, or other

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serious disciplinary action is contemplated against an employee. The procedures for such discipline shall include an opportunity for an employee for whom any such disciplinary action is recommended to meet with, or respond in writing to, a designated district official ("Skelly officer") who will determine whether the recommended discipline should proceed further or be modified or withdrawn.

After meeting with the employee or considering the employee's written response, if the Skelly officer determines that the recommended discipline should proceed, the Superintendent or designee shall send the employee a notice of the recommended disciplinary action, a statement of charges, and the results of the Skelly hearing. The notice shall include a statement advising the employee of the right to request a Board hearing on the matter.

If the employee fails to request a hearing within the time specified in the notice, the employee is deemed to have waived the right to do so, and the Board may order the recommended disciplinary action into effect immediately.

If a timely request is submitted, a hearing shall be conducted by the Board. (Education Code 45113, 45312)

The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board and the availability of legal counsel and witnesses. The employee shall be notified of the time and place of the hearing.

The hearing shall be held in closed session, unless the employee requests that the matter be heard in an open session meeting. (Government Code 54957)

(cf. 9321 - Closed Session)

The employee shall be entitled to appear personally, produce evidence, and be represented by legal counsel.

The Board may use the services of its legal counsel in ruling upon procedural questions, objections to evidence, and issues of law. The Board may review and consider the records of any prior personnel action proceedings against the employee in which a disciplinary action was ultimately sustained and any records contained in the employee's personnel files and introduced into evidence at the hearing. The Board shall not be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order

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or decision made by the Board.

At any time before a matter is submitted to the Board for decision, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of disciplinary action. If the amended or supplemental recommendation includes new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare a defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegations may be made orally at the hearing and shall be noted on the record.

Following the hearing or, if the employee has not requested a hearing, after reviewing the Superintendent or designee's recommendation for disciplinary action, the Board shall affirm, modify, or reject the recommended disciplinary action. The decision of the Board shall be in writing and shall contain findings of fact and the disciplinary action approved, if any. The decision of the Board shall be final.

Within 10 working days of the Board's final decision, a copy of the decision shall be delivered to the employee and/or designated representative personally or by registered mail.

In lieu of holding a Board hearing on the sufficiency of the causes for disciplinary action, the Board may delegate its authority to an impartial third-party hearing officer. When the matter is heard by a third-party hearing officer, the Board retains the authority to review the determination and to adopt or reject the recommended decision. (Education Code 45113)

If the matter involves an allegation of egregious misconduct as defined in Education Code 44932 and involves a minor, the matter shall be referred to an administrative law judge to determine whether sufficient cause exists for disciplinary action against the employee. In such cases, the ruling of the administrative law judge shall be binding on the district and the employee. (Education Code 45113)

Legal Reference:

EDUCATION CODE

35161 - Delegation of powers and duties

44009 - Conviction of specified crimes

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44010 - Sex offense
44011 - "Controlled substance offense" defined
44031 - Personnel file
44940 - Leave of absence; employee charged with mandatory or optional leave of absence offense
44940.5 - Compulsory leave of absence; procedures; extension; compensation; bond or security
44990-44994 - Testimony of minor witnesses at dismissal or suspension hearings
45101 - Definitions (including "disciplinary action," "cause")
45109 - Fixing of duties
45113 - Rules and regulations for classified service in districts not incorporating the merit system
45123 - Employment after conviction of sex or narcotics offense
45124 - Dismissal of sexual psychopath
45202 - Transfer of accumulated sick leave and other benefits following dismissal
45240-45320 - Merit system, classified employees
CODE OF CIVIL PROCEDURE
1286.2 - Grounds for vacating decision of arbitrator
GOVERNMENT CODE
11500-11529 - Administrative adjudication
12900-12996 - Fair Employment and Housing Act
54957 - Brown Act open meeting laws; closed session
HEALTH AND SAFETY CODE
11054 - Schedule I; substances included
11055 - Schedule II, substances included
11056 - Schedule III, substances included
11357-11361 - Marijuana
11363 - Peyote
11364 - Opium
11370.1 - Possession of controlled substances with a firearm
PENAL CODE
187 - Murder
667.5 - Sex offenders
830.32 - Peace officers employed by district
1192.7 - Violent or serious felony
11165.2-11165.6 - Child abuse or neglect, definitions
VEHICLE CODE
1808.8 - School bus drivers; dismissal for safety-related cause
UNITED STATES CODE, TITLE 42
12101-12213 - Americans with Disabilities Act
COURT DECISIONS
California School Employees Association v. Bonita Unified School District (2008)
No. B200141

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*California School Employees v. Livingston Union School District (2007) 149
Cal.App 4th 391*

*CSEA v. Foothill Community College District (1975) 52 Cal.App. 3rd 150, 155-
156, 124 Cal. Rptr 830*

Skelly v. State Personnel Board (1975) 15 Cal. 3d 194

Policy

Adopted: November 21, 2019

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California