

Regulation 4218: Dismissal/Suspension/Disciplinary Action

Status: DRAFT

Original Adopted Date: 10/05/2010 | **Last Revised Date:** 11/01/2022 | **Last Reviewed Date:** 11/01/2022

Causes for Disciplinary Action

A permanent classified employee may be subject to suspension, demotion, involuntary reassignment, or dismissal for one or more of the following causes:

1. Immoral conduct, including, but not limited to, egregious misconduct that is the basis for a sex offense as defined in Education Code 44010, a controlled substance offense as defined in Education Code 44011, or child abuse and neglect as described in Penal Code 11165.2-11165.6
2. Conduct that constitutes a violent or serious felony as defined in Penal Code 667.5(c) or 1192.7(c)
3. Unlawful discrimination, including harassment, against any student or other employee
4. Violation of or refusal to obey state or federal law or regulation, Board policy, or district or school procedure
5. Falsification of any information supplied to the district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
6. Unsatisfactory performance
7. Unprofessional conduct
8. Dishonesty
9. Neglect of duty or absence without leave
10. Insubordination
11. Use of alcohol or a controlled substance while on duty or in such close time proximity thereto as to affect the employee's performance
12. Destruction or misuse of district property
13. Failure to fulfill any ongoing condition of employment including, but not limited to, maintenance of any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position
14. A physical or mental condition which precludes the employee from the proper performance of duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law
15. Retaliation against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on or directly related to the job
16. Violation of Education Code 45303 or Government Code 1028 prohibiting the advocacy or teaching of communism
17. Any other misconduct which is of such nature that it causes discredit or injury to the district or the employee's position

No disciplinary action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district. (Education Code 45113)

Initiation and Notification of Charges

The Superintendent or designee shall provide notice to the employee of a recommendation for discipline, which includes the charges and materials upon which the recommendation is based. The notification shall identify an impartial district official ("Skelly officer") with whom the employee may meet at a specified time and place or to whom the employee may provide a written response to the recommendation of discipline. After meeting with the employee or considering any response from the employee, the Skelly officer shall recommend to the Superintendent or designee whether to proceed with the recommendation for discipline.

The Superintendent or designee shall file any final recommendation for a disciplinary action in writing with the Governing Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address.

The notice shall, in ordinary and concise language, inform the employee of the specific charge(s) or cause(s) for the disciplinary action, the specific acts and omissions upon which the action is based, and, if applicable, the district rule or regulation that the employee has allegedly violated. In addition, the notice shall include the employee's right to a hearing on those charges, the time within which the hearing may be requested which shall be not less than five days after service of the notice to the employee, and a card or paper which the employee may sign and file to deny the charges and request a hearing. (Education Code 45113, 45116)

Request for Board Hearing

Within the time specified in the notice of the recommendation of disciplinary action, the employee may request a hearing on the charges by signing and filing the card or paper included with the notice. (Education Code 45113)

Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of the request for a hearing. The request shall be delivered to the office of the Superintendent or designee during normal work hours of that office. If mailed to the office of the Superintendent or designee, it must be received or postmarked no later than the time limit specified by the district. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any request for a hearing on the dismissal shall also constitute a request to hear the suspension order, and the necessity of the suspension order shall be an issue in the hearing.

Employment Status Pending a Hearing

A classified employee against whom a recommendation of disciplinary action has been issued shall remain on active duty status pending any hearing on the charges, unless the Superintendent or designee determines that the employee's continuance in active duty would present an unreasonable risk of harm to students, staff, or property. The Superintendent or designee may, in writing, order the employee immediately suspended from duty without pay and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance.

Compulsory Leave of Absence

Upon being informed by law enforcement that a classified employee has been charged with a "mandatory leave of absence offense," the Superintendent or designee shall immediately place the employee on a leave of absence. A mandatory leave of absence offense includes:

1. Any sex offense as defined in Education Code 44010
2. Violation or attempted violation of Penal Code 187 prohibiting murder or attempted murder
3. Any offense involving the unlawful sale, use, or exchange to minors of controlled substances as listed in Health and Safety Code 11054, 11055, and 11056

The Superintendent or designee may place on an immediate compulsory leave of absence a classified employee who

is charged with an "optional leave of absence offense," defined as a controlled substance offense specified in Education Code 44011 and Health and Safety Code 11357-11361, 11363, 11364, and 11370.1 except as it relates to marijuana, mescaline, peyote, or tetrahydrocannabinols.

An employee's compulsory leave for a mandatory or optional leave of absence offense may extend for not more than 10 days after the entry of judgment in the criminal proceedings. However, the compulsory leave may be extended if the Board gives notice, within 10 days after the entry of judgment in the proceedings, that the employee will be dismissed within 30 days from the date of service of the notice unless the employee demands a hearing on the dismissal.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
CA Constitution Article 1, Section 1	Inalienable rights
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 44009	Conviction of specified crimes
Ed. Code 44010	Sex offense; definitions
Ed. Code 44011	Controlled substance offense
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 44940.5	Procedures when employees are placed on compulsory leave of absence
Ed. Code 45101	Definitions; disciplinary action and cause
Ed. Code 45109	Fixing of duties
Ed. Code 45113	Notification of charges; classified employees
Ed. Code 45123	Employment after conviction of controlled substance offense
Ed. Code 45302	Demotion and removal from permanent classified service
Ed. Code 45303	Additional cause for suspension or dismissal of employee charge with mandatory or optional leave of absence offense
Ed. Code 45304	Compulsory leave of absence for classified persons
Veh. Code 1808.8	School bus drivers; dismissal for safety-related cause

Federal References

	Description
42 USC 12101-12213	Americans with Disabilities Act
U.S. Constitution	Amendment 1, Free exercise, free speech, and establishment clauses

Management Resources References

	Description
Court Decision	Kennedy v. Bremerton (2022) 142 S.Ct. 2407
Court Decision	California School Employees v. Livingston Union School District (2007) 149 Cal. App. 4th 391
Court Decision	CSEA v. Foothill Community College District (1975) 52 Cal. App. 3rd 150
Court Decision	Skelly v. California Personnel Board (1975) 15 Cal.3d 194
Website	Office of the Attorney General - https://simbli.eboardsolutions.com/SU/kYMplusPKVwKTngiVfOT4AD8Q==
Website	Office of Administrative Hearings - https://simbli.eboardsolutions.com/SU/hkXUvTmkSbRSTIh3V79tXg==
Website	Department of General Services, About Teacher Dismissal Case Type - https://simbli.eboardsolutions.com/SU/9nslshuTpTNHO70H14IjlrLeA==

Website CSBA District and County Office of Education Legal Services -
<https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==>

Cross References

Description

1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/JfCojzMhplusqvfyCOp9Cgiw==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/LnhNVipgsss47FWyv0docA==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/UeCd2AJlxfBU7E37o1kmUg==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/3x1plusj0z5ZLMqRsshsEIT6Q==
1312.1-E PDF(1)	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/eAlz50x7oMx0vq3x9PjTplusg==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CfApluscpXRIZplusOj2ImuhfqBA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==
1312.3-E PDF(1)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==
1312.3-E PDF(2)	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tINfVHZyg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/U7QTeU9Soli935xKxaXdplusQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/Oh3eMwsYd7zIFD5OxF2rsg==
3512	Equipment - https://simbli.eboardsolutions.com/SU/r1rNkRaXyrj10VEAVGfslsh9g==
3512-E PDF(1)	Equipment - https://simbli.eboardsolutions.com/SU/6RcqwFE4ATq4nsbPZZJJg==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/LVtbcNpnXgQ4I3S1uk4oVg==
3513.3	Tobacco-Free Schools - https://simbli.eboardsolutions.com/SU/r2bqvQEbcwEp8g54nBYyUQ==
3513.4	Drug And Alcohol Free Schools - https://simbli.eboardsolutions.com/SU/EglaLA3lnXkKgpulshjxrQ9g==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/3zz1tIOX4ZIN7VAPLICn2w==
3515.2	Disruptions - https://simbli.eboardsolutions.com/SU/hYBA18WQjRYFsreDPu6slQ==
3516.2	Bomb Threats - https://simbli.eboardsolutions.com/SU/qz0d6tsfAHzXebzeQw1MJg==
3542	School Bus Drivers - https://simbli.eboardsolutions.com/SU/pB8s84vUvkJTSxuiKxjn5w==
4000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/OD2npGAZCiRik4Mzfor9zA==
4020	Drug And Alcohol-Free Workplace - https://simbli.eboardsolutions.com/SU/WOMcSVOOgRfTXFRMNb8rZA==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/japluspF1fDZLwk4z1txs8TVw==

4030 Nondiscrimination In Employment - <https://simbli.eboardsolutions.com/SU/1hR1nwwQdqhZCpluskI91M7LA==>

4040 Employee Use Of Technology - <https://simbli.eboardsolutions.com/SU/pCyVFWHxjPMeQ9hSFguPfw==>

4040-E PDF(1) Employee Use Of Technology - <https://simbli.eboardsolutions.com/SU/SHiUEWDyslshNbm0aZ0gplusTpfw==>

4112.42 Drug And Alcohol Testing For School Bus Drivers - <https://simbli.eboardsolutions.com/SU/x8sXygV8J5UslshmpimkS4osA==>

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4112.5 Criminal Record Check - <https://simbli.eboardsolutions.com/SU/k3JxZLYs4Qu9bUOSH7p5dg==>

4112.6 Personnel Files - <https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==>

4119.1 Civil And Legal Rights - <https://simbli.eboardsolutions.com/SU/ikYi9iffEslshg1YvCnslshHa9FA==>

4119.21 Professional Standards - <https://simbli.eboardsolutions.com/SU/UTGFaZorslshLeTKDIoySlOfQ==>

4119.21-E PDF(1) Professional Standards - <https://simbli.eboardsolutions.com/SU/mGplusvfwZSZeWEomplumBplusTJTg==>

4119.25 Political Activities Of Employees - <https://simbli.eboardsolutions.com/SU/UslshRGVNhJBEEDNrko7psQg==>

4154 Health And Welfare Benefits - <https://simbli.eboardsolutions.com/SU/6R1sBLgslshYgDslshAd2SuZj7eA==>

4154 Health And Welfare Benefits - <https://simbli.eboardsolutions.com/SU/WNoCah873JGR0slshZyGCtZtQ==>

4158 Employee Security - <https://simbli.eboardsolutions.com/SU/NKJ0gbceQH90dq6IFUplus5tQ==>

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4161 Leaves - <https://simbli.eboardsolutions.com/SU/L0sa8HPNFiz43P87NscBIA==>

4161.11 Industrial Accident/Illness Leave - <https://simbli.eboardsolutions.com/SU/Z0plusudejlsishsmM4HPD2Djivlg==>

4200 Classified Personnel - <https://simbli.eboardsolutions.com/SU/C90JPJ3boOQpjmslshG7vAdEQ==>

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4212 Appointment And Conditions Of Employment - <https://simbli.eboardsolutions.com/SU/2FhNDxwOQ6LaGbmeDKmSXA==>

4212.42 Drug And Alcohol Testing For School Bus Drivers - <https://simbli.eboardsolutions.com/SU/JwrEm3toQqx4wVyDcBm6Bw==>

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4216 Probationary/Permanent Status - <https://simbli.eboardsolutions.com/SU/M5RIGSPcx9ijZk3eTh1FzA==>

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4219.21 Professional Standards -
<https://simbli.eboardsolutions.com/SU/cRQObj7EJcTiplushojXxDrw==>

4219.21-E PDF(1) Professional Standards - Code Of Ethics Classified Employees -
<https://simbli.eboardsolutions.com/SU/Yn4FDSgBUNSBsWF3lvpkIQ==>

4219.25 Political Activities Of Employees -
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4254 Health And Welfare Benefits -
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4258 Employee Security -
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4261 Leaves -
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4319.1 Civil And Legal Rights -
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4319.25 Political Activities Of Employees -
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4354 Health And Welfare Benefits -
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4358 Employee Security -
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4361 Leaves -
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5145.3 Nondiscrimination/Harassment -
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5145.7 Sexual Harassment -
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5145.71 Title IX Sexual Harassment Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/O9zo4plgytGao63PqBwRqQ==>

5145.9 Hate-Motivated Behavior -
<https://simbli.eboardsolutions.com/SU/Ak4bbXFt2GC0Nslshe6zOOjilw==>

6145.2 Athletic Competition -
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6145.2 Athletic Competition -
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6162.54 Test Integrity/Test Preparation -
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9000 Role Of The Board -
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9321-E PDF(1) Closed Session -
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9321-E PDF(2) Closed Session -
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9321 Closed Session -
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