

## **G-c-12 (GDQD) Discipline, Suspension and Dismissal of Support Staff**

Support staff employees, unless otherwise designated by contract, shall be considered "at will" employees who serve at the pleasure of the Board and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

Corrective discipline in the form of oral warning or oral reprimand, written warning or written reprimand, suspension with pay and suspension without pay may be used, sequentially, in any combination, or singularly prior to a recommendation for termination of employment of a classified employee. The application of this policy thereof shall not be a precondition to the School District's right to terminate or suspend an employee. This policy is intended to offer options for corrective discipline. However, the School District reserves the right to apply or institute whatever disciplinary sanctions it deems appropriate at any time and in any sequence. The misapplication of a procedure, failure to apply a procedure, or failure to adhere to a specific sequence in applying the procedures shall not be subject to grievance.

The Board delegates to the superintendent the authority to dismiss classified personnel. Such dismissal may be for cause or without cause as the Superintendent of Schools deems appropriate. The superintendent may delegate this authority to other appropriate personnel such as the director of personnel. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The superintendent also may suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district also shall notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall immediately report this information to CDE.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)  
C.R.S. 8-2-126 (limits employers' use of consumer credit information)  
C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)  
C.R.S. 22-2-119 (duty to make inquiries prior to hiring)  
C.R.S. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)  
C.R.S. 22-32-110 (1)(h) (power to discharge/terminate employment)  
C.R.S. 22-32-126 (3) (principals recommend employment actions)

CROSS REF.: GD, Support/Classified Staff

*NOTE: State law prohibits school districts from entering into a settlement agreement that would restrict the district's ability to share any relevant information related to a conviction for child abuse or a sexual offense against a child and that pertains to the incident upon which the employee's dismissal or resignation is based. C.R.S. 22-32-109.7 (3).*

Revised: February 26, 2014