

GUIDELINES FOR CLASSIFIED DISCIPLINARY ACTION

The current Guidelines for Classified Disciplinary Action dated June 30, 1991 is incorporated by reference into this procedure.

Causes

The causes that shall be deemed sufficient for disciplinary action against a classified employee are the following:

1. Repeated unauthorized leave or abuse of leave
2. Failure to perform assignments
3. Conviction of any criminal act involving moral turpitude
4. Disorderly or immoral conduct
5. Insubordination - violation of any lawful or reasonable regulation or order made and given by a supervisor
6. Intoxication while on duty
7. Use and/or possession of a controlled substance without a lawful prescription
8. Neglect of duty
9. Damage to, waste of, or theft or conversion of District property or supplies due to negligence or willful acts
10. Discourteous treatment of the public
11. Incompetence or inefficiency
12. Dishonesty, including material and intentional misrepresentation or concealment of an fact in connection with obtaining employment
13. Any willful violation of federal or state statutes and regulations or the policies adopted by the Governing Board
14. Mental or physical incapacity to perform the essential functions of the assigned position (procedural only)