

**CLASSIFIED EMPLOYEE DISCIPLINE**

- A. It is the policy of the District that employee discipline, when deemed necessary, has as its primary purpose, improvement of employee performance/behavior, and to that purpose the principle of progressive discipline shall be applied whenever possible.
- B. Permanent employees shall be subject to disciplinary action for cause only. The Board's determination of the sufficiency of the cause for disciplinary action shall be final and conclusive.
- C. Discipline is defined as action by the District against an employee for an infraction of District policies, rules, or regulations. Such action includes, but is not limited to:
  - 1. suspension without pay;
  - 2. demotion to a lower class in which qualified;
  - 3. reduction of pay step within class; and/or
  - 4. dismissal
- D. **Persons Authorized to Impose Personnel Action**

The Superintendent/President or his designee may impose personnel action against an employee. Causes for disciplinary action against a permanent employee are identified in Administrative Regulation 4218. Causes for disciplinary action against a permanent classified management, confidential or unrepresented employee are identified in Administrative Regulation 4218.2.

Legal Reference: EDUCATION CODE 88013  
CALIFORNIA ADMINISTRATIVE CODE, TITLE 5  
CSEA COLLECTIVE BARGAINING AGREEMENT, Article XVII

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