



GDQD - CLASSIFIED STAFF GUIDANCE, REASSIGNMENT, AND DISCIPLINE

The Board of Education delegates to the superintendent the authority to discipline and dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the director of personnel services.

In all cases under these policies and their accompanying procedures, it is understood that managerial staff may impose disciplinary action up to and including oral and written reprimands. The superintendent, or designee, delegates authority to the director of personnel services for approval of all disciplinary actions which adversely impact an employee's pay.

All recommended suspensions without pay and/or terminations of employment will be made to the director of personnel services, or designee by the appropriate building administrator or department head.

Decisions concerning the discipline or dismissal of any classified employee shall not be made as a result of the employee's racial or ethnic background, marital status, religious beliefs, age, gender, disability, or participation in community activities.

In instances of substandard work performance or misconduct by classified employees, guidance, reassignment, and/or disciplinary actions are necessary.

Each situation in which guidance or discipline may be necessary is unique. Therefore, supervisors are expected to identify and consider all pertinent aspects of each individual situation, such as mitigating circumstances, employee explanations, the employee's past record, and the seriousness of the present situation. These factors should be reviewed and considered by supervisors while determining which actions are appropriate to recommend and/or implement. Guidance, reassignment, or discipline, when necessary, should always be appropriate to the problem or incident.

A conference between the supervisor and the employee is expected before any guidance is provided or disciplinary action is taken or recommended. During such conference the supervisor and employee should openly discuss the facts and circumstances related to the problem or incident and preferably reach agreement as to the appropriate guidance or corrective action to be taken.

If an employee is dismissed 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, or designee, is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning his or

her dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted: April 1972
Revised: January 1975
Revised: January 1976
Revised: January 1977
Revised: August 1977
Revised: July 1982
Revised to conform with practice: May 22, 1995
Revised: June 9, 1997
Reviewed: August 28, 2000

LEGAL REGS:

C.R.S. 19-3-301, et. seq. (Child Protection Act of 1987)
C.R.S. 22-32-109.7
C.R.S. 22-32-110(1)(h)
C.R.S. 22-32-126 (3)

CROSS REFS:

GD, Support/Classified Staff
GDI, Classified Staff Performance Trial Periods