



GDQD - CLASSIFIED EMPLOYEE PERFORMANCE TRIAL PERIODS, DISCIPLINE AND DISMISSAL

Classified employees in Poudre School District shall serve performance trial periods, and shall be subject to discipline and dismissal, in accordance with the terms and conditions set forth in this policy. Temporary classified employees and the District are free to terminate their employment relationship for any reason or no reason, with or without cause and with or without advance notice.

Performance Trial Periods

Classified employees (except temporary classified employees) shall serve a performance trial period of one (1) calendar year for each new District position into which they are hired or transferred. During the performance trial period, classified employees and the District are free to terminate their employment relationship for any reason or no reason, with or without cause and with or without advance notice. Classified employees whom the District determines have not satisfactorily completed their performance trial period may be dismissed, transferred to another position with the District or have their performance trial period extended, as determined by the chief human resources officer.

Grounds for Discipline

Classified employees who have satisfactorily completed the performance trial period in their current position are subject to discipline for cause, which shall include but not be limited to the following disciplinary offenses:

1. Insubordination, including failure or refusal to comply with a supervisor's order or directive, or failure or refusal to accept a job assignment.
2. Incompetence, inefficiency, negligence, or dereliction in the performance of job duties.
3. Failure or refusal to observe safe work practices and procedures.
4. Neglect of duty, including failure to perform assigned work, avoiding work, or leaving work or a job assignment early without permission.
5. Failure to obtain or maintain a current license, certification, registration, accreditation or other credential required by law or by the District.
6. Absence from work or tardiness in arriving at work or a job assignment without good cause and reasonable advance notice.

7. Unauthorized or improper use of any type of leave.
8. Falsification of an employment application, records of time worked or any other District records.
9. Causing or attempting to cause disruption to District operations, including the operations of any District school, facility, department or activity.
10. Causing or attempting to cause damage to District property, other public property or private property on District grounds.
11. Stealing or attempting to steal District property, other public property or private property on District grounds.
12. Causing, attempting to cause or threatening to cause physical injury to another person, except in self-defense.
13. Assault upon, disorderly conduct toward, harassment of, intimidation of or bullying of any District student, employee or member of the public.
14. Directing profanity, vulgar language, or obscene gestures toward any District student, employee or member of the public.
15. Violation of any District policy, regulation, administrative guideline, protocol, or procedure.
16. Violation of governing law that has a reasonable connection to the District, or on the general safety or welfare of any District student or employee.

Disciplinary Authority

In cases where classified employee discipline is warranted: (a) the employee's supervisor is authorized to issue oral and written reprimands, and to suspend the employee with pay; and (b) the chief human resources officer is authorized to issue oral and written reprimands, to suspend the employee with or without pay, to demote the employee and to dismiss the employee. Classified employees may not use or accrue sick leave, vacation time, compensatory time or any other paid leave during a suspension without pay.

Adopted by Board: April 1972

Revised by Board: January 1975

Revised by Board: January 1976

Revised by Board: January 1977

Revised by Board: August 1977

Revised by Board: July 1982

Revised by Board to conform with practice: May 22, 1995

Revised by Board: June 9, 1997
Reviewed by Board: August 28, 2000
Revised by Board: May 26, 2015
Revised by Board: May 28, 2024

LEGAL REFERENCES:

C.R.S. 22-32-109.7 & -109.8 (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)