



## **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 no fewer than 90 consecutive calendar days for each new District position into which they are hired or transferred. This 90 calendar-day period shall not include periods of time when a classified employee is not scheduled to work during winter break, spring break and/or summer break. 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 executive director of human resources.

### **GROUNDINGS 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 or negligence 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, loafing on the job, 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.
11. Stealing or attempting to steal District property, other public property or private property.
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 or procedure.
16. Violation of governing law that has an effect on 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 executive director of human resources 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  
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LEGAL REFS:

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

C.R.S. 22-32-110(1)(h)

C.R.S. 22-32-126(3)