

Discipline/Suspension of Classified Staff

1. Classified personnel may be dismissed for any cause deemed in good faith sufficient by the superintendent.

2. Termination of employment shall be preceded by efforts to help the employee meet assigned responsibilities in a satisfactory manner and to provide appropriate supervisory assistance. The process described below will be followed except that employees committing immoral or criminal acts or gross neglect of duty may be terminated without notice.
 - a. Performance evaluation.
 - b. Following the performance evaluation and determination that employee's job performance is unsatisfactory, a plan of assistance, where applicable, will be developed for the employee, indicating the job deficiencies and the action that the employee needs to take to improve performance to a satisfactory level for each cited deficiency. The plan of assistance will be made available to the superintendent's office and placed in the employee's personnel file.
 - c. The plan of assistance will identify a reasonable length of time for the employee to improve performance. During that time, periodic evaluations not longer than 30 working days will be made and the employee kept informed of progress being made.
 - d. At the end of the plan of assistance, the employee's performance will again be evaluated and determination made as to whether or not the performance has improved to a satisfactory level.
 - e. If the employee's performance has not improved to a satisfactory level, the employee's immediate supervisor may establish another assistance plan or recommend termination.
 - f. If termination is recommended, all supporting documents will be submitted to the superintendent for review and appropriate action.

3. Immediate Suspension
 - a. In the event of flagrant misconduct or a felony charge, the employee may be suspended immediately from employment until such charges are investigated and a decision is made to continue or terminate employment. If the employee is cleared of the charges, the affected employee will be immediately reinstated without loss of pay or other benefits.
 - b. If the charges are upheld, the termination date will be the date of suspension.
 - c. Investigation and decision concerning charges for suspended employee will not exceed 10 working days from time of suspension, unless notified of an extension.
 - d. The employee will be notified if the investigation will exceed 10 working days.

4. The above timeline or process is not applicable for temporary employees, who may be terminated for any cause deemed in good faith sufficient by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#)