

## Lewis Center for Educational Research

**BP 4118: PERSONNEL  
SUSPENSION/DISCIPLINARY ACTION**

**Adopted: June 5, 2003**

**Revised:**

### Suspension Without Pay

When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct.

### Noncompliance with Duties and Responsibilities

The Foundation Board desires to explain to employees what is considered unacceptable conduct. The CEO or designee shall prepare written guidelines which reflect state law and Board policy and which identify types of misconduct and possible consequences.

Disciplinary guidelines shall describe progressive disciplinary actions which may be taken, including verbal warning, written warning, transfer, suspension, freezing or reducing of wages, and dismissal. The CEO or designee may take disciplinary action as he/she deems appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

The CEO or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Whenever an employee refuses to perform assigned work without an acceptable reason, the CEO shall deduct from his/her wages an amount reasonably related to the time not worked.