

**ADMINISTRATIVE POLICY 6.30**  
**SUSPENSION AND DISMISSAL: STAFF**

**(1) CERTIFICATED STAFF**

- (a) The superintendent may take employee disciplinary action when it is in the best interest of the school system. Such action shall be in accordance with provisions of the Employee Handbook.
- (b) No certificated employee who has become permanently employed as herein provided by reason of three or more years of continuous service shall be discharged, except for cause upon written charges.

**(2) CLASSIFIED STAFF**

- (a) The superintendent, when he/she in his/her discretion believes it is for the best interests of the school system, may reduce in status, suspend, remove, or discharge classified employees in the respective departments, or impose penalties or take other disciplinary action with respect to these employees, for misconduct, incompetence, inefficiency, inattention to duty, or for any other reason that disqualifies or renders such employee unfit for the position held.
- (b) Any employee who is reduced in status, suspended, removed, discharged, or penalized shall be notified thereof in writing, and said notice shall contain a statement of the reasons for such action.
- (c) Any non-probationary employee who is reduced in status, suspended, removed, or discharged may, within fifteen business days after receipt of notice of such action, file a grievance as to the just cause of the discharge, suspension, or discipline imposed upon him/her.

**History:** Revised 3-29-95; 10-26-17

**Previous Coding:** Admin. Policy GCPD, GDPD, prior to May 1995; Admin. Policy 7.28, May 1995-August 1996

**Legal Ref.:** W.S. 63.43, 63.44, 119.42

**Cross Ref.:**

Board Rules	App A	Employee Discipline Hearing Procedures
Bd. Gov. Policy	2.06	Board Meetings: Public Participation
Admin. Policy	6.22	Leaves and Absences: Staff
	6.25	Probation and Tenure: Staff
Admin. Proc.	6.30	Suspension and Dismissal: Staff

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