



## **Board Policy 421: Disciplinary Action – Non-Faculty Personnel**

A non-faculty employee who is not meeting performance standards or expectations, or has engaged in other misconduct, unacceptable behavior, policy violation(s), or a lack of meeting the expectations of employment as outlined in the job description or other standards set by the Board of Directors, District Administration, and/or supervisory personnel, may be subject to disciplinary action. Disciplinary measures may be progressive in nature, but the District reserves the right to issue appropriate discipline based on the offense(s) and specific circumstances.

Serious violations of policy or unacceptable behavior may result in the employee being suspended or terminated.

In the event of a suspension or termination for disciplinary reasons, the provisions listed below will be followed:

- Any non-faculty employee may be suspended with or without pay, or terminated by the employee's supervisor, subject to the approval of the President or their designee.
- Non-faculty employees may seek review of any suspension or termination by filing with the President a written request for a hearing within five (5) days of the approval of the suspension or termination. The President or their designee will meet with the employee as soon as possible after receipt of the employee's request for a review and will rule on the matter within ten (10) days following the meeting.
- The employee, if dissatisfied with the President's ruling, may file a written appeal, including the employee's record of the situation, with the Board within ten (10) days following the President's ruling, and the Board President or designee will consider the matter based upon the record of the situation.

This record will be reviewed within (10) days by the Board President or their designee, and a recommendation will be made to the full Board for action on the appeal.

Nothing contained herein is intended to affect the at-will status of the employment relationship.

Date of Review: September 10, 2025  
Date of Revision: September 10, 2025  
Date of Adoption: December 12, 1990

Legal Reference  
None

Related Administrative Rules and Regulations  
None

Revision History  
August 14, 2024; October 9, 2019; November 14, 2018; March 13, 2002; September 10, 1997; February 8, 1995

Formerly Board Policy 418