

**Discipline and Dismissals - Classified Employees**

Procedures regarding classified employees should be read in conjunction with the appropriate collective bargaining agreement. In the event there is a conflict between these procedures and the language in the collective bargaining agreement, the agreement shall prevail.

Reference: Education Code Section 88013; Government Code Sections 3300 et seq.

A permanent member of the classified service shall be subject to disciplinary action, including but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the grounds stipulated to in the collective bargaining agreement.

**Background Checks**

Background checks may be conducted as part of disciplinary or harassment investigations. (Civil Code Section 1786 et seq., Fair Credit Reporting Act)

Advanced notice of discipline/harassment investigations shall be provided to those under investigation. If the investigation results in action that adversely affects the employee, the employee shall receive oral, written, or electronic notice of:

- the adverse action;
- the name, address, and telephone number of the third party agency that furnished the report;
- the employee's right to obtain a free copy of the report; and
- the employee's right to dispute the accuracy or completeness of any of the information in the report.

**Disciplinary Actions**

Disciplinary action taken by the District against a permanent member of the classified service may include, but not be limited to oral reprimand, written reprimand, and the following:

- Reduction in pay or demotion. The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct.
- Suspension. An employee may be suspended for disciplinary purposes without pay.
- Discharge. A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

The disciplinary, pre-disciplinary and hearing processes are a part of the collective bargaining agreement.

See also BP/AP 7230 - Classified Employees

9/2/09 College Council Approval  
9/22/09 Board First Read  
10/27/09 Board Second Read and Approval