

Seaside School District 10

Code: **GDPD-AR**
Adopted: 7/26/07

Suspension and Dismissal of Classified Employees

Suspension Procedures

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, affected employee will be immediately reinstated without loss of pay or other benefits.

If the charges are upheld, the termination date will be the date of suspension.

Investigation and decision concerning charges for suspended employee will not exceed ten days from time of suspension or until due process is completed.

Dismissal Procedures

If in the opinion of the immediate supervisor the employee's performance is unsatisfactory, the following procedure will be followed:

1. 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 his/her 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.
2. The plan of assistance will identify a reasonable length of time for the employee to improve performance. During this time, periodic evaluation not longer than 30 days will be made and the employee kept informed of progress being made.
3. At the end of the plan of assistance, the employee's performance will again be evaluated and determination made as to whether or not performance has improved to a satisfactory level. If improvement has been made, the employee and superintendent will be advised.
4. If the employee's performance has not improved to a satisfactory level, the employee's immediate supervisor may establish another assistance plan or recommend dismissal.
5. If the dismissal is recommended, all supporting documents will be submitted to the superintendent for review and appropriate recommendation.
6. The employee has the right to have a dismissal reviewed by the Board under provisions of ORS 342.663.