

**San Luis Obispo County
Community College District**

BP 7361.2 Procedures for Discipline

Prior to initiating dismissal or other disciplinary action, the district President/Superintendent or designee shall, unless circumstances require immediate action, attempt to meet with the employee to provide the opportunity for the employee to explain his/her conduct and to comment on the proposed discipline.

Dismissal or other discipline of a permanent classified employee, other than oral or written reprimand, shall be instituted by serving upon the employee personally or by registered mail, a written notice of specific charges, a statement of the employee's right to a hearing before the Board of Trustees and notice that the employee may request a hearing before the board by delivering a written request to the Office of the President/Superintendent not later than five (5) calendar days after receipt of the statement of charges. A form for which shall accompany the notice of charges. At such hearing, the district shall have the burden of proving cause for discipline. The decision of the board at such hearing shall be final and shall be provided to the employee in writing.

If no timely request for hearing is received, the discipline or dismissal shall take effect upon the expiration of the time for filing the request. If a hearing is requested within that time, the discipline or dismissal shall be stayed until the board's decision. If sustained by the board, the discipline or dismissal shall then be effective immediately unless the board otherwise provides.

Where the President/Superintendent determines that the needs of the district so require he/she may order the suspension of the employee with or without pay pending a request for hearing (if any) and pending completion of the hearing process. In such cases, the board shall determine as part of any appeal whether to sustain or reverse the suspension and any denial of compensation.

No discipline shall be imposed for any cause arising more than two years prior to the notice of discipline or arising during the employee's probationary status. Provided, however, this statute of limitations shall be tolled for that period of time that the cause is unknown or cannot reasonably be presumed to be known to the Board of Trustees or the President/Superintendent.

Approved: 11/10/1980
Revised: 7/3/1991, 9/1/1993

Formerly BP 4520

**San Luis Obispo County
Community College District**

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

CUESTA COLLEGE

REQUEST FOR HEARING BY THE BOARD OF TRUSTEES

TO: President/Superintendent

FROM: _____

Please consider this my formal request for a hearing before the Board of Trustees at its next regularly scheduled meeting. According to information furnished by your office, the next regularly scheduled meeting of the Board of Trustees will be held on _____.

This request is in accordance with Board Policy 4520.

Employee Signature

(Approved: 11/10/80)
(Revised: 7/3/91, 9/1/93)