

**BP 6365 DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES**

**References:**

Education Code Section 88013

Government Code Sections 3300 et seq.

The Chancellor shall enact procedures for the disciplinary proceedings applicable to permanent classified and confidential employees of the District. Such procedures shall conform to the requirements of the Education Code, and the applicable employee handbooks.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified or confidential employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent or for any cause that arise more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified or confidential service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, demotion, suspension, or discharge. The causes for discipline of classified employees may be found in the Education Code and the applicable Employee Handbooks.

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Date Adopted: May 15, 2012

Formerly: 7365

**AP 6365 DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES**

**References:**

Education Code Section 88013 and 88016  
Government Code Sections 3300 et seq.  
Civil Code Section 1786, et seq.

Dealing with disciplinary matters is an important responsibility. The District is committed to helping managers in effectively administering the disciplinary process.

All formal disciplinary actions requiring Skelly notice (suspensions, demotions, and dismissals) must be coordinated with the Diversity and Human Resources Department.

All disciplinary action against classified or confidential employees shall be carried out in accordance with the Education Code, any applicable local, state and/or federal rules and regulations, as well as the applicable Employee Handbooks.

Office of Primary Responsibility: Vice Chancellor, Human Resources & Employee Relations

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Administrative Approval: June 18, 2012  
Formerly: 7365