

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7365

### Discipline and Dismissal, Classified Employees

Date Adopted:	11/9/2004
Date Revised:	12/8/2023
Date Reviewed:	12/8/2023
References:	Classified Collective Bargaining Agreement, Education Code Section 88013

Discipline and dismissal procedures for classified employees are addressed in the Classified Collective Bargaining Agreement. One or more of the following causes may be grounds for suspension, demotion or dismissal of any permanent classified employee:

1. Incompetence or unsatisfactory in the performance of the duties of this position.
2. Inability to perform assigned duties due to failure to meet job qualifications (including, but not limited to, failure to possess required licenses, failure to pass required tests or failure to meet District insurability requirements).
3. Insubordination (including, but not limited to, refusal to do assigned work).
4. Carelessness or negligence in performance of duty or in the care or use of District property.
5. Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public.
6. Dishonesty.
7. Drinking alcoholic beverages on the job or reporting to work while intoxicated.
8. Addiction to the use of a controlled substance, use of controlled substance while on the job, or reporting to work while under the influence of controlled substance(s) unless prescribed by a Physician and used as prescribed. Controlled substances are those referenced in E.C. 87011 or its successor as it exists at the time of the incident.
9. Conviction of a controlled substance offense as defined in E.C. Section 87011.
10. Engaging in sex offenses as those offenses are defined in E.C. Section 87010 in a manner that impacts upon employment.
11. Conviction of a sex offense as defined in E.C. Section 87010.
12. Engaging in political activity during assigned hours of employment.
13. Conviction of any crime involving moral turpitude.
14. Repeated and unexcused absence or tardiness.
15. Improper use of leave privileges.
16. Falsifying any information supplied to the District (including, but not limited to, information supplied on application forms, employment records, or any other District records).

17. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by an appropriate state or local government agency.
18. Offering anything of value or offering any service in exchange for special treatment in connection with employee's job or employment, or accepting anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
19. Willful or persistent violation of state or federal law or rules and regulations of the District.
20. Any willful conduct tending to injure the District.
21. Abandonment of position.
22. Advocacy to overthrow of Federal, State, or local government by force, violence, or other unlawful means.
23. Physical or mental incapacity.
24. Unauthorized use of school equipment.

See Board Policy 7365.