

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4470 DISCIPLINARY ACTION, APPEAL AND HEARING PROCEDURES

4471 DISCIPLINARY ACTION

4471.4 Notice of Disciplinary Action

- A. The notice of Disciplinary Action, which is the notification that disciplinary action has been approved by the Superintendent or designee, shall contain the following information:
1. The nature of the disciplinary action (suspension, demotion, or dismissal).
 2. The specific causes and Sections of these Rules that the employee is accused of violating and upon which the disciplinary action is based.
 3. The specific charges, including times, dates, location, and a description of the chargeable actions or omission.
 4. The effective date of the disciplinary action.
 5. The employee's right to representation.
 6. A copy of the Superintendent's notification to the Director, Human Resources of the decision.
 7. The employee's right to appeal the disciplinary action to the Personnel Commission within 14 calendar days of service of the Notice of Disciplinary Action, and the right to have such a hearing within the timelines specified in these Rules.
 8. A copy of Personnel Commission Rule No. 4472, Appeal.

Reference:

Education Code Sections 45260-45261

Approved: September 23, 1993
October 26, 2017