

**ARTICLE 18            DISCIPLINARY PROCEEDINGS**

---

**8.1 Introduction**

Any employee designated as permanent employee shall be subject to disciplinary action for causes as prescribed by rules or regulations of the governing board, but the governing board's termination of the sufficiency of the cause for disciplinary action shall be conclusive.

No disciplinary action shall be taken for any cause which arose prior to the effective date of this article.

For the purposes of this article, the following definitions apply:

**18.2.1 Progressive Discipline**

"Progressive discipline" is the process of changing an employee's behavior through the application of a series of actions that become progressively more severe in nature. However, the sequence and severity of the disciplinary actions may vary depending on the seriousness of the offense and circumstances surrounding it.

**18.2.2 Discipline (disciplinary action)**

#### **18.4 Grounds for Demotion, Suspension or Dismissal:**

A permanent employee may have disciplinary action taken for cause, including but not limited to, the following:

1. Incompetency or inefficiency in the performance of the duties of his/her position.
2. Insubordination, including but not limited to refusal to do assigned work.
3. Carelessness or negligence in the performance of duty, or in the care or use of District property.
4. Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job, or reporting to work while under the influence of intoxicating substances.
7. Conviction or the illegal possession of or use of narcotics.
8. Violation of the Drug Free Workplace Act of 1988.
9. Continuing illness of a disabling nature which could render the employee incapable of performing his/her required duties.
10. Personal conduct unbecoming an employee of the district.
11. Engaging in political activities during assigned hours of work.
12. Conviction of a felony or misdemeanor involving moral turpitude.
13. Repeated or unexcused absence or tardiness.
14. Abuse of any leave privileges.
- 15.