### GROUNDS FOR DISMISSAL

Any non-probationary, full-time faculty member may be dismissed for good cause before the completion of the term fixed in his or her contract.

### NOTICE

Before any faculty member is dismissed for good cause, the faculty member shall be given reasonable notice in writing of the proposed action and the grounds set out in sufficient detail to fairly enable him or her to show any error that may exist.

### HEARING

If, upon written notification, the faculty member desires to be heard and to contest the proposed action of the Board, he or she shall comply with DGBA (LOCAL).

### ADMINISTRATIVE LEAVE

The College President may place any employee on administrative leave at his or her discretion:

1. Pending the investigation of a complaint or allegation of wrongdoing against the employee; or
2. When the College President determines such placement to be in the best interest of the College District and/or the employee.

Employees may be placed on administrative leave with pay for a definite or indefinite period of time, at the College President's discretion.

The College President may suspend an employee without pay after evidence of, or finding of, gross misconduct or after a hearing has been requested by the faculty member and the scheduled hearing has been postponed at the request of the faculty member. In this case, the effective date of the suspension without pay shall be from the date on which the hearing was scheduled.

If a finding of gross misconduct is overturned by the Board, then the unpaid leave will be reversed and salary paid to the employee retroactive to the date the employee was placed on unpaid leave.

### GROUNDS FOR DISCIPLINARY ACTION / DISMISSAL

College District employees may be dismissed or subject to disciplinary action during the term of the contract or period of work for the following reasons:

1. Unsatisfactory performance.
2. Insubordination, which includes, but is not limited to, failure to carry out directives and requirements of the employee's supervisor, failure to follow policies and procedures of the College District, or repeated neglect of duties.
3. Physical or mental condition that results in the employee's inability to perform the assigned job function.
4. Moral turpitude, which includes, but is not limited to, the conviction of a felony, abusive use of alcohol, and/or illegal drugs while performing the assignment.

5. Absence for three working days without notifying the immediate supervisor and without approved justification.


7. Falsification of pertinent information regarding employee’s application for employment, regardless of when the falsification is discovered.

8. Excessive absences or tardiness.

9. Theft, physical violence, and disruption of working conditions.

10. Violation of the College District’s code of ethics, core values, and standards of conduct.

11. Failure to report arrest(s) or conviction(s).

12. Inappropriate or unauthorized use of College District equipment/resources.

13. Violation of College District policy, state law or federal law.

14. Good cause, as recommended by the College President and approved by the Board.

**DISCIPLINARY ACTION**

An employee’s supervisor shall use the College District’s [Formal disciplinary procedures Steps of Positive Discipline (FOSA process)] to initiate and process disciplinary actions.

**DISMISSAL**

Any separate grievance filed by the employee under DGBA(LOCAL), either pending or filed with or after the dismissal process pursuant to DMAA(LOCAL) has begun, shall not delay consideration of the proposed dismissal by the Board, nor shall it delay implementation of the Board’s decision. Employees shall be required to raise all issues that they believe are relevant to their proposed dismissal in their reasons for contesting the dismissal during the dismissal process.