

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **GDPD**

SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF

The classified employee will be notified in writing if his work is not satisfactory or up to job performance expectations. The notification statement will designate specific recommendations for improvement. A reasonable period of time will be established to correct the deficiencies and improve work performance to a satisfactory level.

A classified employee's supervisor may recommend suspension or dismissal of any permanent classified employee for, but shall not be limited to, any or the following causes:

1. Failure to improve work performance after notification.
2. Extended or unauthorized absence. (An employee who does not notify his supervisor that he will be absent from work will be considered terminated after failing to report for work for a period of three (3) working days.
3. Habitual tardiness.
4. Conviction for a felonious act.
5. Disorderly or immoral conduct.
6. Insubordination.
7. Drinking intoxicating beverages while on duty.
8. Neglect of duty.
9. Negligence or willful damage to public property or waste of public supplies or equipment.
10. Other good and just cause.

The employee's supervisor, after utilizing the designated procedures, will determine if the employee is to be suspended or terminated. If an employee is to be suspended or terminated, the supervisor will complete the appropriate personnel form and give or mail a copy of said form to the employee.

Records of all foregoing procedures will be maintained by the supervisor and be placed in the employee's personnel file.

Adoption Date: May 25, 1977

Legal Ref.:

Cross Ref.: