

## West Central School District 49-7

### **SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS**

#### Suspension

A classified employee may be suspended by the Superintendent of Schools. The employee's supervisor shall file reasons for suspension of employee with the Superintendent of Schools and provide a copy of such reasons to the employee. The employee is suspended with pay upon oral notice to the employee and the filing of the reasons for suspension with the Superintendent. The Superintendent shall thereafter determine if the suspension is with or without pay and the length of the suspension. The employee suspended without pay may file a written request for a hearing with the superintendent within ten days of the Superintendent's approval of suspension. The Superintendent's action of suspending an employee without pay is final subject to the appeal provisions of SDCL 13-46-1.

#### Dismissal

The Superintendent may recommend to the school board that an employee be dismissed with a copy of the recommendation to the employee. Upon providing notice of the recommendation such employee is suspended without pay as provided above. If no request for a hearing before the School Board is filed by the employee with the Business Manager within ten days of the Superintendent's recommendation, the suspension without pay becomes a dismissal at the expiration of ten days without further action by the School Board. This action may be appealed to court as provided by state law.

Any person whose employment is involuntarily terminated as provided in the Policies, forfeits all accrued rights and privileges, including sick leave, maternity leave, and personal leave.

#### Policy:

Adopted: 10/24/77

Revised: 2/23/89

Revised: 5/11/09