

**3100 SUPERINTENDENT OF SCHOOLS**

3140 Disciplinary Suspensions

The Board recognizes the possibility of circumstances occurring which would make the suspension of an employee advisable. Such suspension may be necessary (1) during the Board's normal process of dismissal of certificated employees under Section 1122 of the School Code and other applicable law for non-certificated employees, (2) following the dismissal process, if the Board decides termination is not warranted but some disciplinary action is required, (3) when improper conduct occurs which requires disciplinary action but dismissal is not contemplated. Therefore, through this policy, the Board establishes its prerogative to use disciplinary suspensions for violation of the standards of employee conduct.

The Superintendent is authorized, in accordance with applicable laws, to suspend employees who have violated the standards of employee conduct.

Before deciding to suspend, the Superintendent shall provide the opportunity for a meeting for the purposes of informing the employee of the reasons for the disciplinary action and providing an opportunity for the employee to state his/her position on the matter.

Following a suspension, the Superintendent shall inform the Board **President** of his/her action **as soon as is practicable. The Board President will advise the Superintendent if a report should be made to the Board at its next meeting. At the next regular board meeting following the suspension, the superintendent shall inform the board of his/her action.**

~~The details of disciplinary suspensions will be dictated by circumstances. In determining if a suspension shall be effective immediately or await Board action, the Superintendent shall take into account the health, safety, and welfare of students and staff as well as the nature of the offense. In each case, the Superintendent shall recommend if suspensions are with or without pay and the length of time of the suspensions.~~

Adoption Date - September 13, 1999  
Practice -  
Legal Reference - School Code  
Section 211 and 1122