

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.4

Title All Personnel

Suspension

Employees shall perform their assigned jobs, follow Board and administrative policy, and obey the law. The President is authorized to suspend an employee: (a) pending Board action on the employee's discharge; (b) during investigation of the charges against the employee; or (c) for disciplinary purposes. It shall be within the discretion of the President to suspend an employee with or without pay, subject to the following conditions and in accordance with existing statutory provisions and applicable labor agreements:

1. The maximum suspension without pay which may be imposed by the President without prior Board approval is five (5) work days per occurrence.
2. In all cases, before action to suspend is taken, the employee shall be given written notice of the reasons for the proposed suspension, with or without pay, and an opportunity to respond in writing or in person or both within the time specified in the notice by the President. The President shall consider the reasons for the proposed suspension, the employee's responses, if any, and other available evidence and shall not suspend unless reasonable grounds exist to believe the reasons for the proposed suspension are true and suspension is justified. The decision of the President to suspend shall be effective immediately. The employee shall be promptly notified in writing of the action of the President, and a copy shall be included in the employee's personnel file. Employees shall have the right to appeal the decision to the Board of Directors by giving written notice to the Secretary of the Board of Directors within fifteen (15) calendar days from date of the President's decision.
3. All notices shall be either hand delivered to the person to whom they are addressed or deposited in the U.S. Mail with certified, return receipt postage and addressed to the last known post office address of the addressee. All mailed notices shall be deemed delivered when mailed.

Date of adoption 2/13/89

Legal Reference: (Code of Iowa)

Date of last revision \_\_\_\_\_

Section 20.7, .24; 279.13;

Date of current revision 12/11/95

279.15 - .19, .27

Related Administrative Procedures and Cross References \_\_\_\_\_

402.4 Support Staff Discipline and Discharge

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