

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY GUIDE

D4
DISCIPLINE

SERVICE: Certificated
ISSUED BY: Pers. Research (08-04-09)
REPLACES: PG: D 4 (8-16-06)
REFERENCE: Ed. Code Sec. 44933, 44939 through 44942 and 44948, UTLA Agreement, Article X, Section 11.0 and AALA Agreement Article VII, Section 6.0.
CHANGES: Titles and office name changes.

Note: This policy guide is for informational purposes only. Administrators who have observed or are aware of employee conduct which might be the basis for suspension must notify the appropriate Local District Staff Relations Field Director and the Director of Employee Relations for assistance and guidance.*

1. Suspension - Sex and Narcotics Offenses:

- a. An employee charged by complaint, information, or indictment of certain sex offenses defined in the Education Code shall immediately be placed on a compulsory leave of absence (suspended) pending decision in the court proceedings.
- b. An employee charged as above with certain narcotics offenses defined in the Education Code may be placed on a compulsory leave of absence (suspended) pending decision in the court proceedings.

2. Suspension - Mental Illness:

- a. A certificated employee may be suspended by the Board of Education if the Board has reasonable cause to believe the employee is suffering from mental illness of such a degree as to render the employee incompetent to perform assigned duties.
- b. Employees suspended have various rights including the right to appear before the Board to explain or refute the charges, an opportunity to be examined by an impartial psychiatric panel, the right to appeal any mandated illness leave of absence, and the right to a hearing in the event the Board serves the employee with a notice of intent to dismiss.

3. Suspension - Disciplinary Action: Employees may be disciplined for cause by suspension from duties without pay for up to fifteen (15) working days pursuant to the procedures specified in Article X, Section 11.0 of the District-UTLA Agreement and Article VII, Section 6.0 of the District-AALA Agreement. Use Notice of Suspension of Certificated Employee (Form 1019-3, revised 1/03) to initiate the process.

4. Suspension - Prior to Dismissal: When certain causes are the basis for the initiation of a dismissal action, the Board of Education may suspend the employee immediately. Among such causes are immoral conducts, conviction of a felony or any crime involving moral turpitude, willful refusal to follow reasonable rules and regulations of the District, and certain activities related to the Communist Party.

* For suspension as a disciplinary action (Section 3), the appropriate Local District Staff Relations Field Director and Local District Superintendent must be notified.