

1.0 Recommendation for Discipline/Dismissal

- 1.1 A recommendation to suspend, dismiss or otherwise discipline a management employee of the Los Rios Community College District shall be made by the Director, Human Resources, in consultation with the manager's supervisor to the Associate Vice Chancellor, Human Resources who shall make a recommendation based on the request to the Chancellor.

2.0 Meeting with Chancellor

- 2.1 The Chancellor shall attempt to meet with the employee to discuss the disciplinary action.
 - 2.1.1 At the meeting, the Chancellor and employee will discuss the charges and attempt to reach a resolution. The Chancellor may wish to schedule an additional meeting(s).
 - 2.1.2 If no resolution is attained, the Chancellor will make a recommendation to the Los Rios Community College District Board of Trustees on the proposed disciplinary action.

3.0 Notification of Discipline/Dismissal

- 3.1 The Chancellor will prepare a written notice informing the employee of the recommendation. The written notice must include:
 - 3.1.1 A description of the discipline or dismissal action imposed and the effective date.
 - 3.1.2 A statement of the specific acts or omissions upon which the action is based, and if it is claimed that an employee has violated a District Policy or Administrative Regulation, a copy of the District Policy or Administrative Regulation shall be provided.
 - 3.1.3 A statement of the employee's right to make a statement to the Board of Trustees on such charges and the time within which such request must be submitted.
 - 3.1.4 A statement that the employee may represent himself/herself or be represented by an attorney or other person of the employee's own choosing.

4.0 Administrative Leave

- 4.1 The Chancellor may place a manager on administrative leave with pay pending Board of Trustees action on the recommendation of discipline. The period of administrative leave shall be thirty (30) days or less. It may be extended by the

Chancellor if necessary to permit the completion of the procedure outlined in this regulation.

5.0 Board of Trustees Action

- 5.1 The Board of Trustees' consideration shall be conducted in closed session unless the employee requests a public hearing. The employee shall be permitted to make a statement to the Board of Trustees.
- 5.2 The Board of Trustees shall issue a decision within seven (7) days. The decision of the Board of Trustees shall be final.

6.0 Nonrenewal of Management Contract

- 6.1 The Board of Trustees may choose not to renew a management contract, whether express or implied, by complying with the procedures set forth in the Education Code or in a written management contract, if applicable. (Ed. Code, § 72411)
- 6.2 A manager with tenure as a regular academic employee whose contract has not been renewed may be entitled to retreat to an academic position as provided in the Education Code. There shall be no retreat rights for other managers except as specifically provided in policy or state law.

LRCCD

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