
SERVICE:	Certificated Management And Other Non-Bargaining Unit Employees	CONFERENCE PRECEDING DEMOTION OR DISMISSAL
ISSUED BY:	Pers. Research (7-27-04)	
REPLACES:	New	
REFERENCE:	Administrative Regulation (AR) 4101	

This guide applies to physicians, dentists, and certificated management or confidential employees not represented by AALA.

CONFERENCE PRECEDING DEMOTION OR DISMISSAL

1. Prior to the submission of any written notice to the Board of Education and to the employee by the Superintendent recommending that a permanent or probationary certificated employee be demoted or dismissed, the employee concerned shall be given the opportunity to meet with the head or the designee of the major organizational unit to which the employee is assigned.
2. The purpose of this meeting is to advise the employee of the reasons for the decision to recommend demotion or dismissal and to permit the employee to present any relevant statements or documents.
3. The employee may bring a representative to the meeting. Non-availability of the employee or the representative for more than a reasonable time shall not delay the discipline action.
4. The head of the designee of the major organizational unit shall make a report of the meeting to the Superintendent of Schools.
5. The Superintendent of Schools shall then decide whether a recommendation for demotion or dismissal is to be submitted to the Board. If a recommendation for demotion or dismissal is made by the Superintendent of Schools, the employee shall be notified in writing at least five (5) working days prior to the submission of a recommendation to the Board.