

SH 500 Rights of Employees

SH 530 Due Process Hearing in Certain Employment Actions

Adopted: 6/85, Revised: 4/90, 2/03, 9/07, 12/11, 12/15

Policy

Before an action can be taken that would result in suspension, termination, or demotion of a non-probationary employee, the employee will be given the opportunity to have a meaningful pre-action hearing to determine whether there are reasonable grounds to believe that the charges against the employee are true and support the proposed action.

The employee is to be given written notice of the charges, an explanation of the evidence and an opportunity to respond to the charges.

When the proposed action involves termination of employment, the employee may be placed on suspension with or without pay pending a decision in the pre-action hearing or may be directed to continue working regularly scheduled hours.

This pre-action hearing does not preclude an eligible employee from any right to appeal the action after it has been implemented through the proper grievance procedure.

Nothing in this policy prohibits the library from terminating employees as a result of reductions in force, reorganizations, or lay-offs for economic or budgetary reasons.