



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 5-240

Page 1 of 2

PERSONNEL

SUSPENSION OF EMPLOYEES

The Superintendent is authorized to suspend for up to five working days or until the next regularly scheduled Board meeting, whichever is longer, any staff member of the District for serious misconduct. Suspension may be either with or without pay. An FLSA exempt employee may only be suspended without pay for one or more complete workweeks. If the Superintendent determines that the best interests of the school require a longer suspension, Board of Education action is required, in which case suspension by the Superintendent may precede suspension action by the Board.

Prior to any suspensions under this policy the Superintendent or designee shall notify the staff member of the charges and the evidence supporting them and shall give the person charged the right to explain or rebut the charges at a meeting with the Superintendent or designee. The Superintendent or designee shall orally advise the staff member of the determinations made and promptly follow up with a written decision stating the reason(s) for the action(s). If the suspension is without pay, after receipt of such written decision, the staff member shall have the right to file, within five working days, a written request with the Superintendent for a closed session hearing to be held promptly before the Board or a Hearing Officer, at the Board's option. At the hearing, the person charged may be represented by counsel and may present witnesses and proof relative to the allegations of misconduct and may cross-examine any witness who testifies against him/her. The Board shall issue a written decision within 20 working days of the date of the hearing, or in the event a Hearing Officer is utilized, within 10 days after it considers the Hearing Officer's report. This decision shall be final.

If the Board, upon review, determines that the suspension was not properly invoked, the suspension references shall be deleted from the staff member's records.

“Serious misconduct” includes the reasons cited in Section 10-22.4 of the Illinois School Code. “Other sufficient cause” as that phrase is used in Section 10-22.4 includes, but is not limited to: insubordination, presence at the work place while impaired due to the use of intoxicants, unauthorized absences, failure to perform assigned duties, failure to comply with school district policies and rules, and criminal activity related to the performance of employment duties.

Legal Reference: 105 ILCS 5/10-22.4

Adopted: 7/18/83

Revised: 11/8/93

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Affirmed: 4/17/2006