

SHORT-TERM SUSPENSION: ALL LICENSED EMPLOYEES AND  
NONLICENSED ADMINISTRATIVE EMPLOYEES

- I. The superintendent may discipline a licensed employee or a nonlicensed administrative employee by suspension for twenty (20) days with loss of pay and benefits for one or more of the reasons listed in NRS 391.312. An employee may be suspended more than once during the employee's contract year not to exceed twenty (20) days per contract year. Unless circumstances require otherwise, the discipline shall be progressive in nature.
- II. Suspension and Hearing Procedure
  - A. Suspension Procedure
    1. The supervising administrator shall recommend that an employee be suspended and shall give the employee the grounds for suspension in writing on a Notice of Short-Term Suspension Form.
    2. The employee shall submit a Suspension Hearing Request form to the supervising administrator within ten (10) days from receipt of the Notice of Short-Term Suspension form indicating whether or not a hearing is requested.
      - a. If a hearing is requested, the supervising administrator shall notify the superintendent's designee immediately. Subsequent steps shall be taken in accordance with the applicable negotiated agreement.
      - b. If no hearing is requested, the superintendent shall act on the recommendation of the supervising administrator within three (3) school days after receipt of the Notice of Short-Term Suspension form and shall notify the supervising administrator and the employee of the decision in writing.
      - c. The time limits contained in this regulation may only be waived by the superintendent. Failure to request a hearing within the time limit of this regulation or the failure to appear at a

scheduled hearing without an acceptable excuse shall be considered a waiver of any right to a hearing, and the superintendent shall act on the recommendation of the supervising administrator.

Legal Reference:	NRS Chapter 391 Dismissal and Refusal to Reemploy
Review Responsibility:	Human Resources Division
Adopted:	[4152.1:8/78; 8/75; 4752.1:8/73; 8/75]
Revised:	10/22/81; 8/25/83; 11/7/85; 1/14/88; 11/13/90
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