

The Superintendent, or such person acting in the Superintendent's stead in the absence of the Superintendent (hereafter referred to as "Superintendent"), is authorized to suspend with or without pay any employee of the District whom the Superintendent determines to have violated a school policy, refused to follow the instruction of a supervisor, or committed some other act of misconduct.

SUSPENSION WITH NOTICE

Prior to the effective date of any such suspension and forfeiture of pay, the Superintendent shall meet with and apprise the employee of the charges, and the employee shall have the right to explain or rebut the charges. Within two (2) working days after such meeting the Superintendent shall give the employee a written statement of the determination made and the effective date of the suspension, if any. The suspension shall not be put on hold in the event the employee requests a hearing on the suspension.

Within five (5) working days after the employee is given a suspension notice, the employee shall have the right to file a written request with the Superintendent for a hearing before the Board. Upon receipt of such request for a hearing, the Board shall at its next regular meeting or such other date within thirty (30) days of receipt of such request for hearing, hold a hearing at which time the employee charged may be represented by counsel. The employee shall be notified in writing by certified mail at the employee's last known address giving the date and time of such hearing. The mailing of such notice shall satisfy notice requirements. The employee's failure to appear at such hearing shall not be cause to cancel the hearing.

Both the Superintendent and the employee shall have the opportunity to present witnesses and other proof relative to the charges. The Board shall issue its written decision on the suspension to the employee within twenty (20) days after the date of such hearing. The decision of the Board shall be final.

If, after the hearing held by the Board, its decision is that the suspension was improper, all references to such suspension shall be deleted from and not become a part of the employee's record and lost pay shall be promptly paid to the employee.

IMMEDIATE SUSPENSION

If, because of the serious nature of the act leading to suspension, the Superintendent is of the opinion that the best interests of the District require an immediate suspension, the Superintendent shall notify the Board of Education President and shall inform the employee of the immediate suspension. If the employee requests a hearing before the Board, the Board shall hold a hearing within ten (10) days of

when the request is received. The suspension shall not be put on hold in the event the employee requests a hearing on the suspension.

The employee shall be notified in writing by certified mail at the employee's last known address giving the date and time of such hearing. The mailing of such notice shall satisfy notice requirements. The employee's failure to appear at such hearing shall not be cause to cancel the hearing. The Board shall issue a written decision to the employee within twenty (20) days of the date of such hearing. The decision of the Board shall be final.

If, after the hearing held by the Board, its decision is that the suspension was improper, all references to such suspension shall be deleted from and not become a part of the employee's record and lost pay shall be promptly paid to the employee.

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

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