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**Kern Community College District  
Board Policy**  
Chapter 6 – Confidential and Management Employees

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Governance Process: Information Only

Reason for Revision: To Establish District Policy

**BP 6J Discipline and Dismissal – Classified Employees**

6J1 Disciplinary procedures and causes for discipline regarding bargaining unit members are set out in the collective bargaining agreement between Kern Community College District and the California School Employees Association (CSEA) Chapters.

6J2 Discipline of classified management or confidential employees shall be in accordance with the provisions of the Education Code, these policies and procedures, or pursuant to the terms of an individual employment contract. Discipline includes but is not limited to dismissal, demotion, and suspension.

6J3 In the absence of an express agreement to the contrary, management employees serve at the pleasure of the Board. (Education Code 72411.5)

6J4 Reassignment to other duties does not constitute discipline.

6J5 The causes for discipline for classified employees who are not a member of any bargaining unit are:

6J5A Incompetency or inefficiency in the performance of the duties of his/her position.

6J5B Insubordination or unethical or disgraceful conduct while on duty (including, but not limited to, refusal to do assigned work).

6J5C Carelessness or negligence in the performance of duty or in the care or use of District property.

6J5D Offensive or abusive conduct.

6J5E Dishonesty.

6J5F Possession of alcoholic beverages while on or in District property.

6J5G Drinking alcoholic beverages while on duty or report for duty while intoxicated.

- 6J5H Possession or use of narcotics or controlled substances without prescription.
- 6J5I Conviction of any criminal offense or of a misdemeanor involving moral turpitude.
- 6J5J Conviction of a sex offense as defined in the Education Code Sections 88022, 87009, and 87010.
- 6J5K Revocation of any license needed for employment in a specific position.
- 6J5L Repeated and unexcused absence or tardiness or the documented abuse of sick leave privileges.
- 6J5M Absences from duty without proper authorization.
- 6J5N Abandonment of position.
- 6J5O Incapacity due to mental or physical disability, to be determined by a medical examination.
- 6J5P Falsifying any information supplied to the District, including, but not limited to, information supplied on applications forms, employment records, time sheets or cards, absence forms, or any other District records.
- 6J5Q Persistent violation or refusal to obey safety rules or regulations or training mandated by the District Injury and Illness Prevention Program or by any appropriate state, federal or local governmental agency.
- 6J5R Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- 6J5S The use, threat to use, or attempt to use political influence in securing promotion, leave-of-absence, transfer, change of range, step, or character of work.
- 6J5T Has been induced, has induced, or has attempted to induce an officer or employee of the Kern Community College District to commit an unlawful act or to act in violation of any lawful and reasonable departmental or District regulation or order; or has taken any fee, gift, or other valuable thing in the course of his/her work or in connection with it, for his/her personal use from any citizen when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other citizens.
- 6J5U Willful or persistent violation of the Education Code or rules of the Board of Trustees.

6J5V Advocacy of or membership in any group which advocates overthrow of federal, state or local government by force, violence, or other unlawful means.

6J6 The Chancellor shall specify the procedure for discipline of classified management and confidential employees consistent with this policy.

Admin 7/30/18  
ChC 8/21/18