

## **Certified Personnel Policy – Administrator’s Authority To Discipline or Suspend Without Pay**

The Administrator is authorized by the Board of Directors of Central Rivers AEA to discipline an employee for violation of rules and policies of the Agency and to discipline to maintain the efficient operation of the Agency. Such discipline may include, but shall not be limited to, suspension without pay, withholding of a pay increase or other disciplinary measures.

Warnings, reprimands, or other disciplinary action, should be communicated to the employee and should be included in the employee’s personnel file.

In case of reduction of pay, the Assistant Chief Administrator/Director of Human Resources or Administrator shall give oral or written notice of the reasons for the reduction of pay, and the employee shall have an opportunity to respond to the reasons before action is taken to authorize the reduction of employee’s pay. The Administrator shall review the reasons for the reduction, and any response by the employee, and make a determination whether there are reasonable grounds to believe the reasons are true to support the reduction of pay. The Administrator’s determination should be in writing, should be given to the employee, and should be placed in the employee’s personnel file.

Adopted: 03-13-03  
Reviewed: 11-2-16  
Reviewed: 05-4-22