

**401.4(R1) SUSPENSION - LICENSED AND CLASSIFIED EMPLOYEES ADMINISTRATIVE REGULATIONS**

1. The Director of Human Resources is responsible for suspending all certified and non-certificated staff.
2. The building principal or immediate supervisor recommends suspension/termination when necessary.
3. After receiving a recommendation for suspension either for disciplinary reasons or pending investigation for possible termination, the Director of Human Resources investigates the reasons for the recommendation.
4. **Certified Staff:** If a suspension is given other than in conjunction with a 279.27 dismissal proceeding, the teacher may elect to submit the suspension decision to the negotiated grievance procedure.  
**Non-certificated Staff:** The employee's appeal is to the negotiated grievance procedure if the union has negotiated such a right.
5. All terminations are to be in accordance with applicable state laws.

**SUSPENSION - DEFINITIONS**

1. Suspension or disciplinary reasons is without pay/or
2. Suspension pending investigation for possible termination is with pay.