
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Dismissal of Regular Employees
POLICY NUMBER: 7110

7110.1 Dismissal of Regular Employees. A regular employee may be dismissed at any time by the District Manager for cause.

7110.2 The following shall constitute sufficient cause for dismissal:

7110.2.1 Conviction of a felony;

7110.2.2 Fraud in securing employment;

7110.2.3 Misappropriation of District funds or property;

7110.2.4 Intentional or gross misconduct; and,

7110.2.5 Any cause outlined in Section 7260.2, "Grounds for Discipline"..

7110.2.6 Incapacity due to mental or physical disability rendering the employee unable to perform job duties.

7110.3 A probationary employee may be terminated at any time during a probationary period without right of appeal or hearing. In case of such termination, the District Manager shall notify the probationary employee in writing that he/she is being separated from District service and the effective date of separation.

7110.4 Dismissal of the District Manager shall be as outlined in the employment agreement between the District Manager and the District.

7110.5 Notice of Dismissal. All regular employees shall be provided with a notice of dismissal which shall contain the following:

7110.5.1 A description of the proposed action and its effective date or dates;

7110.5.2 A statement of the acts or omissions upon which the action is based;

7110.5.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

7110.5.4 In the case of a regular employee, a statement advising the employee of the right to file an appeal the decision of the District Manager to the governing board within 30 days of receipt of notice of dismissal.

7110.6 Procedures for Dismissal of Regular Employees.

7110.6.1 A regular employee may, upon receipt of a notice of dismissal request a meeting with the District Manager within five working days of the date of the notification. The District Manager shall then schedule a meeting at which time the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. After that meeting, the District Manager shall notify the employee only if the District Manager no longer intends to impose termination.

7110.6.2 A regular employee receiving a notice of dismissal may appeal the decision to the Governing Board of Directors. Requests for appeal must be received within 30 days of receipt of notice of dismissal.