Disciplinary Documents Timeline

Your administrator has 20 working days to issue a disciplinary document.

Documents include:

- Non-Disciplinary
  - Memo
  - Summary of Conference
- Disciplinary
  - Oral Warning
  - Written Warning
  - Admonition
  - Recommendation for Suspension* (see below)
  - Recommendation for Dismissal* (see below)

If you receive a disciplinary document, please send it immediately to:
Email: ar@ccea-nv.org or Fax: 702-866-6134

Once we have received your document, your Union Representative will review it and follow up with you. You have 30 working days to respond to a disciplinary document. Please fax or email your response to CCEA as soon as possible for review before submitting.

Recommendation for Suspension and/or Dismissal

If you receive a Recommendation for Suspension and/or Dismissal, it is imperative that you send it to CCEA as soon as possible, as you only have 10 days to appeal. CCEA will do this for you once we have received the document. It is imperative that CCEA receive your document prior to the 10th day so that timelines are not violated.

If you have any questions please call us at 702-733-3063.