

# 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](mailto: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 10<sup>th</sup> day so that timelines are not violated.

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

**CCEA**

Clark County Education Association

the **union**  
of teaching  
professionals