

DISCIPLINARY DOCUMENTS TIMELINE

Investigatory Meeting Date: _____

Your administrator has 20 working days to issue a disciplinary document. Days you are absent do not count towards this timeline.

Disciplinary documents include:

- Oral Warning
- Written Warning
- Admonition
- Recommendation for Suspension* (see below)
- Recommendation for Dismissal* (see below)

Memos and Summary of Conferences are non-disciplinary documents.

If you receive a disciplinary document, please email it immediately to ar@ccea-nv.org or send via fax to 702-866-6134 and a Advocacy Field Representative will 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.

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 to **702-866-6134**, as you only have **10 days** from the date it was issued 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.

Investigatory Survey

It is important that we provide our members the best possible representation experience. To help us do so, we invite you to complete our brief survey regarding your recent representation experience. Your feedback is a valuable tool to help improve the experiences of our members as well as guide future development efforts.

Please complete the survey at: bit.ly/cceaimsurvey