FOR INFORMATION: Disciplinary Actions Policy and Guidelines 4150

Background Information

Revisions to the Policy and Guidelines 4150, Disciplinary Actions, have been made to clarify specific procedures for support staff termination.

Revised Policy and Guidelines 4150 and 4150AG are attached with changes highlighted. These changes are proposed by the Superintendent and have been reviewed by the Assistant Superintendent for Human Resources and Personnel.

The process of bylaw and/or policy revision is delineated in Board Bylaw 0130.1, Functions. The Bylaw requires that in most circumstances policy changes be proposed at a previous meeting of the Board and then voted on in a subsequent meeting. The proposed changes will remain on the agenda until they are either accepted or rejected.
In the event of an infraction of Corporation rules by a support staff member, it shall be the policy of the School Board to apply the statutes of the State, these policies, and the guidelines of the Corporation with equal consideration to each support staff member.

The Board reserves the right, within law, to impose penalties for disciplinary reasons. However, where a support staff member fails or refuses to perform assigned work without acceptable reason, the Superintendent may deduct, without further authorization, wages reasonably related to the time not worked.

The Superintendent shall prepare administrative guidelines and disciplinary rules for situations most often encountered which provide for progressive penalties and are in conformance with existing negotiated agreements.

Approved 12/18/69
Amended 12/21/72; 7/15/91
Proposed Revision 5/11/10
DISCIPLINARY ACTIONS

Separation, Dismissal

Support staff members shall be subject to dismissal for cause. Cause shall include, but not be limited to the following: inefficiency, immorality, insubordination, neglect of duty, physical or mental incapacity, conviction of a felony or a crime involving moral turpitude, inadequate performance, irregular attendance which interferes with the efficiency of the operation, and elimination of position. Employees shall be subject to suspension during investigation of alleged cause for dismissal and shall be afforded the opportunity for a hearing of the charges.

1. Employees may be suspended for cause by the administrator, the principal or in his absence, the immediate supervisor.
   a. An employee may be suspended immediately if his/her continued presence on the job will threaten the safety of other persons, or school property, or will interfere with the normal operation of the school facility. The suspended employee will be advised by the suspending administrator of the reason at the time of the suspension.
   b. An employee who is to be suspended for reasons other than those indicated in a., above, will receive suspension only after the circumstances of the case have been considered by the central administrator, the principal, and the immediate supervisor who share responsibility for the supervision of the employee. Suspension will occur only after a probationary period has been provided for the employee, during which he/she has been advised of the improvements in performance which must take place in order to continue in employment. The decision to suspend will be a joint decision of all administrators involved in the case, delivered in writing with the signatures of these administrators affixed to the notice, and a copy provided to the Personnel Office.

2. An investigation and review of the case will be initiated at the earliest possible time by the Personnel Office.

3. As a part of the investigation and review, the suspended employee will be advised that he may request a hearing for the circumstances in the case. He will be advised by Certified Mail and be given a ten (10) day period in which to request a hearing. In the event that no request for a hearing is made, the recommendation for disposition of the case will be made on the basis of the evidence submitted by the administrator or immediate supervisor.

4. A recommendation for disposition of the case, based upon the investigation and review, will be made to the Superintendent by the Personnel Office.

5. The employee will be notified by the Personnel Office as soon as possible, in writing, of the action taken by the Superintendent.
6. Reinstatement will be made with no penalty in pay. Dismissal will be retroactive to the date of the suspension, which will be considered as the terminal date.

7. The above guidelines shall include the following all support personnel: (1) secretarial and clerical; (2) custodial; (3) maintenance; (4) food service; (5) teacher’s aides; (6) bus drivers and monitors; (7) extended day personnel.

Approved 12/18/69
Amended 12/21/72; 3/14/73; 1/9/76

Proposed revision 5-11-10

Separation, Voluntary Termination

1. Voluntary termination of support staff members will be reported immediately to the Personnel Office. Written statements of resignation will be requested by the administrator or supervisor and will be forwarded to the Personnel Office.

   a. During vacation periods when the building administrator is not customarily on duty, the Director of Extended Services will act as the immediate supervisor of the custodial staff for the building affected.

2. The above guidelines shall include the following all support personnel: (1) secretarial and clerical; (2) custodial; (3) maintenance; (4) food service; (5) teacher’s aides; (6) bus drivers and monitors; (7) extended day personnel.

Approved 12/21/72
Amended 1/10/83

Proposed revision 5-11-10