

Personnel

Series 400

Policy Title Disciplinary Guidelines - Classified Personnel

Code No. 413.3-E

Reasonable rules of conduct are necessary for the orderly and efficient operation of any school or school system. The rules as stated herein and the penalties as related to violations are necessary for the orderly and efficient operation of the school system. The rules will not be used in a capricious manner by the District.

The penalties listed for violations are intended to be the penalties for the normal type of violations having normal consequences. The District may take more severe disciplinary measures where a violation has serious consequences. Conversely, the District may take a less severe disciplinary measure when there are less serious consequences.

Employees shall be subject to discharge when four (4) different rules have been violated or upon receipt of four (4) warning letters within an eighteen (18) month period or as specified in the Rules and Regulations.

Warning letters will be issued for all offenses including those that call for suspension or discharge.

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
<u>Rule 1:</u> Unauthorized absence or leaving job without authorization or just cause.	Written and Verbal Warning	3 day suspension	Discharge	

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
<u>Rule 2:</u> Insubordination, disregarding instructions or refusal to perform task assigned.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 3:</u> Using profane or abusive language towards administrators, supervisors, fellow employees or students.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 4:</u> Inefficiency, incompetence, and/or negligence in the performance of duties.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 5:</u> Careless, negligent, improper, and/or unauthorized use of district facilities and/or equipment.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 6:</u> Soliciting, distributing, circulating, posting or removing literature, notices or signs or collecting contributions on District premises without prior written approval of principal or supervisor.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 7:</u> Smoking in prohibited areas.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 8:</u> Reporting to work under the influence of alcohol or a controlled substance, as verified by medical authorities.	Suspension with Employee agreement to seek formal counseling; otherwise discharge.	Discharge		

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
<u>Rule 9:</u> Use or possession of alcohol or controlled substances on District premises at any time.	Suspension with Employee agreement to seek formal counseling; otherwise discharge.	Discharge		
<u>Rule 10:</u> Intentional falsification of personnel or other records.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 11:</u> Failure to maintain records as required by law, District policy and administrative regulations.	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 12:</u> Theft of District property or property belonging to other employees or students.	Warning or 10 day suspension depending on nature and value of item.	Discharge		
<u>Rule 13:</u> Gambling on District premises at any time.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 14:</u> Threatening, intimidating, coercing or fighting on District premises at any time.	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 15:</u> Violating or disregarding safety rules, procedures and common safety practices of the District.	3 day suspension	5 day suspension	Discharge	
<u>Rule 16:</u> Unauthorized possession of weapons on District premises at any time.	Discharge			

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
<u>Rule 17:</u> Unexcused absence or tardiness.	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 18:</u> Failure to report to work without notifying supervisor of an appropriate reason for three consecutive days.	Considered voluntary resignation; discharge			
<u>Rule 19:</u> <u>Failure to maintain satisfactory and harmonious working relationships with the public, other employees and/or students.</u>	Written and Verbal Warning	3 day suspension	5 days suspension	Discharge
<u>Rule 20:</u> <u>Sleeping on the job.</u>	Written and Verbal Warning	3 day suspension	Discharge	
<u>Rule 21:</u> <u>Failure to fully cooperate or provide truthful information in a district investigation and/or willful interference of a district investigation.</u>	3 day suspension	5 day suspension	Discharge	
<u>Rule 22:</u> <u>Intentionally releasing confidential information without proper authority.</u>	Written and Verbal Warning	5 day suspension	Discharge	
<u>Rule 23:</u> <u>Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment, or other individual benefit.</u>	3 day suspension	5 day suspension	Discharge	

RULE	1st Offense	2nd Offense	3rd Offense	4th Offense
<u>Rule 24:</u> <u>Violation of, or failure to comply with an executive order or published rules and regulations of the District, i.e. sexual harassment, hostile work environment harassment, Chapter 102 (student abuse), Chapter 103, discrimination, etc.</u>	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 25:</u> <u>Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization.</u>	Written and Verbal Warning	3 day suspension	5 day suspension	Discharge
<u>Rule 26:</u> <u>Falsifying, misrepresenting and/or omitting material information in the evaluation of students or personnel.</u>	3 day suspension	5 day suspension	Discharge	

The above rules and regulations are not all-inclusive. Penalties for violations of other accepted standards of conduct, such as, but not limited to, proven criminal activities, will be administered consistent with the seriousness of the offense.

In addition to the foregoing, the District may impose probationary status, for such period of time as the District may determine, upon any employee who has violated any rule or regulation.

Adopted: February 13, 1989

Reviewed: August 3, 2015

Amended: July 17, 2017