

Administration of Discipline, Classified

1. General
 - a. Discipline will normally be progressive, beginning with an oral or written warning and proceeding to suspension and/or demotion and finally termination of employment. One act, in and of itself, of a serious enough nature may be cause for suspension, demotion, or termination of employment without the employee having received prior disciplinary warning.
 - b. A permanent employee may not be immediately terminated from employment. If an employee commits an act that is serious enough to warrant immediate removal from his/her position, he/she should be suspended in accordance with item 3.d. below.
 - c. All disciplinary conferences should be held in private settings and only those persons with a need to be involved should be allowed to attend such conferences. All disciplinary correspondence/communications should be confidential.
 - d. The superintendent will be consulted prior to proceedings beyond a verbal warning.
2. By way of illustration, but without limitation, the following are grounds for disciplinary action:
 - a. Conviction of a felony or other crime involving moral turpitude;
 - b. Incompetence;
 - c. Inefficiency;
 - d. Absence without authorization;
 - e. Insubordination;
 - f. Misappropriation, destruction, theft, or conversion of school district property or equipment;
 - g. Misconduct;
 - h. Excessive tardiness and/or absenteeism;
 - i. Falsification of any information required by the school district;
 - j. Failure to report accidents or personal injuries;
 - k. Neglect or carelessness resulting in damage to school district property or equipment;
 - l. Introduction, possession, or use of intoxicating liquors or drugs on school district property or in school district equipment;
 - m. Actions of discrimination, harassment, prejudice, or racism.
3. In disciplining a permanent employee, a supervisor will, as a general rule, utilize the following procedure:
 - a. Oral Warning.
 - (1) In a private meeting, the employee will be informed of the reason(s) for the discussion. Facts known to the supervisor regarding the incident/concern will be discussed with the

employee.

- (2) The employee will be provided an opportunity to respond to any or all of the concerns.
- (3) The employee will be notified of the expectations of the supervisor regarding the resolution of the concern.
 - (a) If appropriate, notify the employee of the assistance the employee will be provided to help him/her resolve the issue.
 - (b) The supervisor will notify the employee of future consequences in the event the desired performance is not achieved.

b. Written Warning

- (1) The warning will clearly state the concern(s), all relevant facts and, if any, the law(s), regulation(s), and/or policy(ies) violated.
- (2) The employee will be allowed an opportunity to respond to any or all of the concerns discussed.
- (3) The employee will be notified of the expectations of the supervisor regarding the resolution of the concern.
 - (a) If appropriate, the supervisor will notify the employee of the assistance the employee will be provided to help him/her resolve the issue.
 - (b) The supervisor will notify the employee of further consequences in the event the desired performance is not achieved.
- (4) The employee must sign a statement acknowledging that he/she has received a copy, or the supervisor must sign a statement that the employee refused to sign.

c. The following procedure should be used whenever a supervisor considers suspension, demotion, or termination of employment as an appropriate action in a particular case:

- (1) The employee will be notified, in writing, of the concerns(s), all relevant facts and, if any, the policy or policies violated.
- (2) The employee will be provided a copy of any written complaints and other documents upon which the disciplinary action is based with the exception of documents not subject to disclosure under the provisions of ORS 192.500.
- (3) The employee will be informed of the disciplinary action being considered, and, if appropriate, possible future disciplinary action.
- (4) The employee will be notified of the date, time, and place he/she and his/her representative, if the employee desires such representation, will meet with the supervisor to discuss the proposed disciplinary action.
 - (a) At least 48 hours advance notice of the meeting should be given.
 - (b) During the meeting the employee will be given ample opportunity to respond to and refute all allegations.
- (5) The employee will be notified of the date on which a final decision regarding the proposed disciplinary action will be made and communicated to him/her.

- (6) The employee will be informed that he/she has a right to prepare a written rebuttal to all allegations involved in the case and to include such document in his/her personnel file.
 - (7) If the employee does not sign a statement indicating that he/she has received a copy, the supervisor will submit a statement that the employee refused to sign such a statement.
 - (8) If the employee so desires, he/she should be allowed to resign. However, the district will not encourage such a resignation, nor will it suggest any advantage in so doing.
- d. An immediate suspension should be with pay and normally should not extend beyond 5 days.
4. An employee who has been demoted or dismissed shall be entitled to a hearing before the school Board if a written request is filed with the Board within 15 days after such demotion or dismissal.