

# Brownsville Independent School District



Human Resources Department  
1900 East Price Road, Suite #106 Brownsville, Texas 78521-2417

## CHART OF OFFENSES

Adopted Aug. 2016

No disciplinary actions beyond a written reprimand may be taken without being authorized by the Area or Assistant Superintendent for that campus or department. Area and Assistant Superintendents may recommend appropriate discipline. The following steps shall be followed in such cases when discipline beyond the written reprimand is necessary.

1. The supervisor presents all facts surrounding the incident to the Area or Assistant Superintendent, or in the cases where the Area or Assistant Superintendent is initiating the action, he/she presents the facts to the Superintendent with a recommendation for discipline.
2. If the Area or Assistant Superintendent agrees with the recommendation, the matter is discussed next with the Human Resources Officer and the Superintendent or a designee.
3. If action is to be taken, it shall be taken under the authority and signature of the Superintendent or a designee with the supervisor initiating such action.

OFFENSE	First Offense	Second Offense	Third Offense	Fourth Offense	Notes
Unauthorized Leave	Written Reprimand	Suspension	Termination		
Habitual tardiness or failure to Observe Assigned Work Hours	Verbal Reprimand	Written Reprimand	HR Conference	Recommend Termination	
Abuse of Leave	Verbal Reprimand	Written Reprimand	HR Conference	Recommend Termination	
Excessive Absences	To be used for employees who become unreliable because of frequent absenteeism, even if for good and sufficient reasons. Termination should be preceded by oral counseling in an attempt to inform the employee of the problem. Refer to Family and Medical Leave Act and Americans with Disabilities Act.				
Leaving Work Station w/o authorization	Verbal to Written Reprimand	Written Reprimand	HR Conference	Recommend Termination	
Reporting to Work under the influence of alcohol	Suspension to Termination	Termination			
Drinking alcoholic beverages on the job	Termination				
Reporting to work under the influence of Drugs	Suspension to Termination	Termination			
Possessing or using Illegal	Termination				

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Drugs on the job					
Insubordination	Verbal to Written Reprimand	Written Reprimand to Termination	Termination		
Falsification of Records or Documents	Suspension to Termination	Termination			
Stealing	Termination				
Negligence /Failure to perform duties as assigned	Oral to Written Reprimand	Written Reprimand	HR Conference	Recommend Termination	
Willful Violation of Written Rules, Regulations & or Policies	Verbal reprimand to Suspension	Written reprimand to HR Conference	Termination		
Unauthorized Use of State Equipment / Property	Verbal Reprimand to Termination	Written Reprimand to Termination	HR Conference to Termination	Termination	
Destruction or Misuse of Property / Equipment	Verbal Reprimand to Termination	Written Reprimand to Termination	HR Conference to Termination	Termination	
Unauthorized Solicitation or Sales on State Premises	Verbal Reprimand to Written reprimand	Written Reprimand to Termination	HR Conference to Termination	Termination	
Unauthorized possession of firearms on the job	Termination				
Unauthorized Distribution of Written or Printed Material of any kind	Written Reprimand	HR Conference to Termination	Termination		
Sleeping on Duty	Written Reprimand to Termination	HR Conference to Termination	Termination		
Horseplay	Verbal Reprimand	Written Reprimand	HR Conference	Termination	
Malicious Use of Profane / Abusive Language to Others	Verbal Reprimand	Written Reprimand	HR Conference	Termination	

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Laziness	Verbal Reprimand	Written Reprimand	HR Conference	Termination	
Interference with Other Employee's Work	Verbal Reprimand	Written Reprimand	HR Conference	Termination	
Working on personal jobs during work hours	Verbal Reprimand	Written Reprimand	HR Conference	Termination	
Excessive use of Telephone for Personal Matters	Verbal Reprimand	Written Reprimand	HR Conference	Termination	
Defacing State Property	Written Reprimand	Termination			
Sexual Harassment	Written reprimand to Termination	Termination		Refer sexual harassment policy	
Harassment/Bullying	Written reprimand to Termination	Termination		Refer to harassment policy	
Conviction of a Felony which adversely reflects on an individual's suitability for continued employment	Termination				
Conviction of a misdemeanor which adversely reflects on an individual's suitability for continued employment	Termination				
Discourteous treatment of visitors or customers	Verbal Reprimand	Written Reprimand	HR Conference	Termination	
Failure to maintain satisfactory or harmonious working relationships with Employees or Supervisors	Verbal Reprimand	Written Reprimand	HR Conference	Termination	
Improper conduct or conduct unbecoming of a District employee	Written Reprimand	HR Conference	Termination		
Willful false statements to a supervisor	Suspension to Termination	Termination			
Workplace violence	Termination				

**The above indicated range of disciplinary actions in response to specific offenses is to be used as a guide and is not intended to be all-inclusive.** At the occurrence of any of the listed offenses, or any that

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are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered.

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