

Brownsville Independent School District



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

RANGE OF DISCIPLINARY ACTIONS

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	RANGE OF DISCIPLINARY ACTION	NOTES
Unauthorized Leave	Written reprimand to termination	
Habitual tardiness or failure to Observe Assigned Work Hours	Oral reprimand to termination	
Abuse of Leave	Oral reprimand to termination	Refer to family and Medical Leave Act and Americans With Disabilities Act
Excessive Absences	To be used for employee 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	Oral reprimand to termination	
Reporting to Work under the influence of alcohol	Suspension to termination	
Drinking alcoholic beverages on the job	Termination	
Reporting to work under the influence of Drugs	Suspension to termination	
Possessing or using Illegal Drugs on the job	Termination	
Insubordination	Oral reprimand to termination	
Falsification of Records or Documents	Suspension to termination	
Stealing	termination	

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades

Brownsville Independent School District



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

RANGE OF DISCIPLINARY ACTIONS

Adopted Aug. 2016

Negligence /Failure to perform duties as assigned	Oral reprimand to termination	
Willful Violation of Written Rules, Regulations & or Policies	Oral reprimand to termination	
Unauthorized Use of State Equipment / Property	Oral reprimand to termination	
Destruction or Misuse of Property / Equipment	Written reprimand to termination	
Unauthorized Solicitation or Sales on State Premises	Oral reprimand to termination	
Unauthorized possession of firearms on the job	Termination	
Unauthorized Distribution of Written or Printed Material of any kind	Written reprimand to termination	
Sleeping on Duty	Written reprimand to termination	
Horseplay	Oral reprimand to termination	
Malicious Use of Profane / Abusive Language to Others	Oral reprimand to termination	
Laziness	Oral reprimand to termination	
Interference with Other Employee's Work	Oral reprimand to termination	
Working on personal jobs during work hours	Oral reprimand to termination	
Excessive use of Telephone for Personal Matters	Oral reprimand to termination	
Defacing State Property	Written reprimand to termination	
Sexual Harassment	Written reprimand to termination	Refer to sexual harassment policy
Harassment/Bullying	Written reprimand to termination	
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	Oral reprimand to termination	

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades

Brownsville Independent School District



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

RANGE OF DISCIPLINARY ACTIONS

Adopted Aug. 2016

visitors or customers		
Failure to maintain satisfactory or harmonious working relationships with Employees or Supervisors	Oral reprimand to termination	
Improper conduct or conduct unbecoming of a District employee	Written reprimand to termination	
Willful false statements to a supervisor	Suspension to 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 are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered.

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades