

DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the School District's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the School District intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the School District.

III. DISCIPLINE

A. Violation of Laws, School Policy and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the School District;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment

or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. neglect of duty;
3. failure to observe rules, regulations, policies and standards of the School District and/or directives and orders of supervisors and any other act of an insubordinate nature;
4. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
5. personal and/or immoral misconduct;
6. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
7. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
8. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
9. failure to follow the canons of professional and personal ethics;
10. falsification of credentials and experience;
11. unauthorized destruction of School District property;
12. violation of the rights of others as provided by federal and state laws related to human rights;

13. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
14. providing false or misleading information to the School Board.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the School District include, but are not limited to:
 1. oral reprimand;
 2. written reprimand;
 3. suspension with or without pay;
- B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the School District's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
 1. Provide the employee the proper Tennessean Warning.
 2. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.

- B. The School District retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Revised and Approved: 01/04/01
04/21/08

Reviewed 02/10/14
02/06/17

NOTICE TO EMPLOYEE

Name of employee: _____ Date: _____

1. You are an employee of Independent School District No. 882, Monticello.
2. The purpose of this meeting is to discuss allegations of improper behavior by you.
3. The information collected may be used by the School District in administrative proceedings such as grievance procedures, termination proceedings, suspensions or other disciplinary proceedings. The information may also be used in civil litigation.
4. You are not legally required to provide any information in this meeting.
5. Your failure or refusal to provide information in the meeting may result in the School District being unable to adequately investigate certain concerns raised by students and/or other individuals.
6. The information that you provide during this meeting may be released to the Administration, the School Board, the School District’s legal counsel and other individuals directly or indirectly involved in the matter(s) discussed. The School District may also be releasing this information to law enforcement authorities and various agencies of the State of Minnesota, including, but not limited to the Department of Education, the Board of Teaching, and the Department of Economic Security. Finally, the School District may be obligated to provide this information to those entitled to it under the Minnesota Government Data Practices Act, Minn. Stat. §13.01 et seq.

By signing below you acknowledge that you have been given an opportunity to read this notice prior to being interviewed. A copy will be provided to you upon request.

Dated: _____
Employee Signature

I was offered union representation and I

- accepted. _____ present for the meeting.
- declined.

Dated: _____
Employee Signature