

<h1>POLICY</h1>	2021	6150
	Personnel	

Subject: Unsatisfactory Employee Performance

In the event any employee of the District is performing at an unsatisfactory level, every effort will be made to assist him/her to improve to a satisfactory level. These efforts will include the following:

- a) A thorough review with the employee's supervisor of the job responsibilities and expectations; and
- b) Positive suggestions for improvement and offers of assistance directly from the supervisor or a referral source; and
- c) Periodic feed-back sessions to review progress.
- d) Other actions specified in applicable employee contract.

All attempts at improving performance will be fully documented by the supervisor.

If attempts to improve an employee's performance are not successful, appropriate actions as outlined in State and Federal law and employee contracts, including but not limited to, the following will be initiated. The employee will:

- a) Be provided a list of grounds for dismissal; and
- b) Be given an explanation for each separate charge; and
- c) Be granted the opportunity to respond orally or in writing.

Dismissal action taken against an employee shall not preclude the filing of charges in cases involving violations of civil and/or criminal law.

Approved: Board of Education
January 22, 2003

Approved: Board of Education
June 13, 2006

Approved: Board of Education
April 27, 2011

Approved: Board of Education
January 28, 2015

Approved: Board of Education
May 26, 2021