

Disciplinary Action and Discharge

It is the duty and the responsibility of every employee to be aware of and abide by existing district policies, rules and regulations.

Employees who fail to fulfill their job responsibilities; fail to follow the reasonable directions of their administrators and/or program directors; fail to follow district policies and procedures; conduct themselves on or off the job in ways that significantly affect their effectiveness on the job; or in such other ways that the law determines to be sufficient cause shall be subject to discipline.

Discipline shall be reasonably appropriate to the circumstances but may include suspension or discharge. Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. The district reserves the right to combine or skip steps of the disciplinary process after investigation and analysis of the total situation, past practice, the circumstances surrounding the issue and the nature of the offense. Factors to be considered are:

- Whether the offense is repeated despite previous coaching, counseling and/or training
- How many different offenses are involved
- The seriousness of the offense
- The time interval since the last offense
- Previous work history of the employee
- The impact the conduct and performance issues have on the district

In the event that allegations or charges are made against an employee for misconduct with minors, the superintendent or designee may contact the child protective services central registry for evidence regarding the employee as an adjudicated or admitted perpetrator of child abuse or neglect.

When allegations are made against an employee of sexual abuse, verbal abuse or physical abuse the district shall investigate the allegations and proceed in a manner as prescribed by state and federal law.

Discharge or other adverse action affecting the contract status of certificated staff shall be instituted by the superintendent or designee in the manner prescribed by law.

The district shall not enter into any contract to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee. Neither shall the district expunge such information from the employee's file.

In cases where the misconduct involves violations of the state professional code of conduct for certificated staff, the superintendent or designee shall file a report with the Office of Professional Practice in the state superintendent's office. When the district or superintendent/designee discharges, fails to renew the contract or permits a certificated employee to resign, the superintendent or designee shall notify the Office of Professional Practice of such termination of employment.

Cross References:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.300	Hiring and discharge of employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools
	28A.400.340	Notice of discharge to contain notice or right to appeal if available
	28A.405.300	Adverse change in contract status of certificated employee — Determination of probable cause — Notice — Opportunity for hearings
	28A.405.310	Adverse change in contract status of certificated employee, including non- renewal of contract — Hearings — Procedure
	28A.410.090	Revocation of authority to teach
	28A.400.320	Mandatory termination of classified employees
	28A.405.470	Mandatory termination of certified employees
	28A.400.340	Notice of discharge to contain notice of right to appeal if available
	WAC 181-86	Policies and procedures for administration of certification proceedings
	181-87	Acts of Unprofessional Conduct
	180-44-060	Drugs and alcohol — Use of as cause for dismissal
Management Resources:	<i>Policy News</i> , October 2004	Sexual Misconduct Definitions

Adopted: October 8, 2012