

1 **Great Falls School District**

2
3 **PERSONNEL**

5255

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5 Disciplinary Action

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7 District employees or volunteers who fail to fulfill their job responsibilities or follow the
8 reasonable directions of their supervisors or who conduct themselves on or off the job in ways
9 that affect their effectiveness on the job or in other such ways that the law determines to be good
10 cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary
11 action or dismissal may include, but is not limited to, reasonable job-related grounds based on a
12 failure to satisfactorily perform job duties, disruption of the District's operation, or other
13 legitimate business reasons.

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15 Discipline shall be reasonably appropriate to the circumstance and shall include, but is not
16 limited to, the supervisor's right to reprimand and the Superintendent's, Human Resources
17 Director's or designee's right to suspend with or without pay or impose other appropriate
18 disciplinary sanctions. Disciplinary sanctions will be documented and placed in the employees
19 personnel file in accordance with Policy 5231. In accordance with Montana law, only the Board
20 may terminate or non-renew an employee.

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22 The Superintendent, Human Resources Director or designee is authorized to suspend a staff
23 member or volunteer immediately.

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25 Cross Reference:

- 26 Policy 5215 Uniform Complaint Procedures
27 Policy 5231 Personnel Records
28 Policy 5231R Personnel Records
29 Policy 5250 Nonrenewal of Employment/Dismissal from Employment
30 Policy 5500 Payment of Wages Upon Termination

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33 Legal Reference:

- 34 § 20-3-324, MCA Powers and duties
35 § 20-4-204, MCA Termination of tenure teacher services
36 § 20-4-207, MCA Dismissal of teacher under contract
37 § 20-3-210, MCA Controversy appeals and hearings
38 § 39-2-903, MCA Definitions

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41 Policy History:

- 42 Adopted on: July 1, 2000
43 Revised on: August 20, 2018

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