

West Bonner County School District

PERSONNEL

5825

Disciplinary Action of Non-Certified Staff

The West Bonner County School District attempts to provide non certified employees who violate policies or exhibit unsatisfactory job performance an opportunity to comply with District or departmental requirements by means of progressive disciplinary actions.

Employees are expected to abide by established district rules and policies of their departments, the District and Idaho Code. To enable them to do this, supervisors must develop clear and reasonable departmental policies and performance expectations, investigate the circumstances of apparent policy or rule violations or unsatisfactory performance before taking disciplinary action, and ensure that prompt, consistent disciplinary action is administered

The intent of this policy is to use a series of progressive disciplinary actions when appropriate as a means to assist and encourage employees to correct their conduct and to achieve satisfactory work performance. Particular circumstances may, in some cases, be exceptional or singular and the related disciplinary actions shall be tempered or expanded because of the facts of the situation. Serious issues may result in immediate dismissal. Violations of the District policies, prescribed rules, regulations, Teacher code of Ethics, policies or procedures of the WBCSD, legal codes of the State of Idaho, and/or individual school rules or procedures may result in disciplinary measures, including suspension and discharge.

When an employee does not follow board policy and fails to comply with their signed job description that employee will be given written notice of the infraction which will be placed in the employees file.

First Infraction: Verbal Warning

Second Infraction: Written Warning

Third Infraction: Dismissal

Particular circumstances may in some cases be exceptional or singular and disciplinary action should be tempered or expanded because of the facts of the situation.

The Superintendent is authorized to suspend a non certified employee immediately. The notice and hearing process shall be afforded to any individual being dismissed, suspended without pay or reprimanded.

Policy History:

Adopted on: March 12, 2008

Revised on: August 20, 2008

Revised on: May 16, 2012