

## Personnel

### Dismissal/Suspension

The Head of School is directed to make sure that there is an orderly and fair procedure for the dismissal, suspension or demotion of any employee for reasons of incompetency, malfeasance, immoral or improper conduct, insubordination, failure to conform to the policies and regulations of The Academy, mental and/or physical illness or disability, and actions which are, in the opinion of the Board of Trustees, inimical to the welfare of The Woodstock Academy, the staff, or the students

#### Definitions

“Suspension” means temporary removal of an employee from a position with or without loss of pay, as a disciplinary measure, or removal from a position preliminary to a decision by the Board on charges leading to dismissal or demotion.

“Demotion” means reduction of an employee from a given class or group of similar position combined under a common title to a class or group having a lower salary rate.

“Dismissal” means separation, discharge or permanent removal of an employee from service in the district for cause in accordance with the policies and regulations of The Woodstock Academy.

#### Notice of Disciplinary Action

A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. If violation of a policy or regulation of The Academy is alleged, the policy or regulation shall be set forth in the notice. The notice must contain the specific action or omission, with which the employee is charged. A general charge will not serve this purpose.

#### Suspension of the Employee Pending Disciplinary Action

In any case where the Head of School or designee deems it necessary or proper, the employee may be suspended until the disciplinary action to be taken, if any, against the employee is determined.

Policy Adopted: August 25, 1992  
Policy Reviewed: September 11, 2019

The Woodstock Academy  
Woodstock, Connecticut