



Capital School District

Board of Education Policy

Section: Human Resources
Title: Progressive Discipline Policy
Policy #: 500-22
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose

The District discipline policy provides employees an opportunity to correct problems, rather than focusing on punishment. Employees are expected to follow all district policies and procedures exhibiting good citizenship and work habits. This discipline policy does not apply to cases involving competency of employees.

Flexible Application of Progressive Discipline

Disciplinary action may call for any of four steps (verbal warning, written reprimand, suspension, or termination) depending on the severity of the problem and the number of occurrences. There will be circumstances when one or more steps are bypassed either because of the severity of the problem, or a history of similar occurrences.

Disciplinary Steps

In the event an employee fails to adhere to District policies or procedures or engages in misconduct not justifying immediate termination, the employee will have opportunities to change the behavior through the progressive steps of this policy.

1. VERBAL WARNING

The employee receives verbal notice of unacceptable behavior, and a warning that similar behavior may result in discipline. If no similar offenses occur, no further disciplinary action will be taken. The warning includes:

- The employee's name
- The date of the warning
- The specific offense
- A specific statement of expected performance
- Any explanation or other information that is necessary to make the warning effective

2. WRITTEN REPRIMAND

If the problem which was the subject of a verbal warning persists, the employee receives written notice the behavior is unacceptable. In addition, the employee will be advised continuation of the problem could lead to suspension without pay for a

stated period of time. The employee is provided an opportunity to demonstrate the behavior is not likely to occur in the future. The written reprimand includes:

- The employee's name
- The date of the meeting
- The specific offense
- References to previous verbal warning(s)
- A specific statement of expected performance and/or changes of behavior
- Any explanation given by the employee or other significant information
- The employee's signature acknowledging receipt, or notation of refusal to sign
- Identification of a probationary period if appropriate

3. SUSPENSION

If verbal and written warnings fail to bring about a change in conduct, the employee, following an informal opportunity to present the employee's side of the story, may be suspended without pay, and informed in writing further occurrences of the conduct could lead to notice of intent to terminate.

- There may be an investigative suspension with pay pending the completion of the District's investigation. If warranted, the investigation suspension may be replaced by suspension pending a termination hearing.
- The employee shall sign the notice of suspension acknowledging receipt of the notice or the employee's refusal to sign shall be noted.
- All due process and contractual procedures will be in effect.
- If the District determines no misconduct occurred, the District shall make the employee whole by reimbursing for lost pay, if any, destroying any documents referring to the incident, and immediately returning the employee to work.

4. TERMINATION

When unacceptable conduct continues after verbal warning(s), written warning(s) and suspension, the District will initiate termination proceedings.

- Following the pre-termination hearing a recommendation shall be sent to the Capital School District Board of Education for final review and vote.
- All letters shall be sent certified mail, unless the controlling statute or procedures require registered mail.
- If the board determines no misconduct occurred, the District shall make the employee whole by reimbursing for lost pay, if any, destroying any documents referring to the incident, and immediately returning the employee to work.

The district reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.