

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

STAFF DISCIPLINE (SUPPORT STAFF)**A. POLICY:**

It is the policy of the Port Edwards School District that the purpose of discipline is to correct improper job behavior and to improve sub-standard job performance by school district employees. The school district will inform the employees of the standards of conduct and job performance, however, the district cannot list every conduct which may make disciplinary action necessary. Every employee is expected to conduct themselves in the manner expected of their job position. Rules and performance standards shall be applied in a consistent manner to all employees. Penalties for violating rules or for sub-standard work performance shall be standardized and match the severity of the infraction. Records shall be kept of all corrective disciplinary actions. One copy of all actions shall be provided to the employee and another shall be placed in the employee's personnel file. Demotions and terminations shall be discussed with the School Board prior to implementation, except in the case where immediate action is required. In those cases the Superintendent shall discuss the situation with the President of the School Board.

B. DISCIPLINARY ACTIONS:

- Verbal warning
- Written warning
- Plan for improvement
- Suspension
- Termination

C. ACTIONS WHICH REQUIRE DISCIPLINARY ACTIONS:

The following non-exclusive examples shall be grounds for disciplinary action:

- Sub-standard job performance
- Sleeping while on duty
- Theft, destruction, abuse, or unauthorized use of school district property, or property owned by other school district employees, students, parents, volunteers, or others while on school property.
- Insubordination or refusal to comply with a lawful and proper order of an authorized supervisor.
- Excessive tardiness, absences or abuse of leave.
- Disregard for school district safety rules and procedures or failure to abide by established policies.
- Physical or verbal abuse of other school district employees, students, parents, volunteers, or others while on school property.
- Dishonesty or the falsification of official records, including an employee's job application form.
- Any other circumstances which may warrant disciplinary action.

CROSS REF.: 522.1, Drug-Free Work Place

Adopted: 05/29/90

Reviewed:

Revised: 10/16/90, 04/12/05