

Tyrone Area School District

TITLE: DISCIPLINARY
PROCEDURE

ADOPTED:

REVISED:

417. DISCIPLINARY PROCEDURES	
1.Purpose	<p>It is the policy of the school district to provide the supervision, direction and the training to ensure maximum employe performance in accordance with the Board's approved policies and administrative rules and regulations. When appropriate, an orderly and equitable process for correction should be taken by the employe's supervisor.</p>
2.Delegation of Responsibility	<p>Administrators/Supervisors are to provide for identification and improvement of staff skills and abilities to enhance the working/learning process and, if necessary, the orderly dismissal of those who do not meet the standards of the district.</p>
3.Guidelines	<ol style="list-style-type: none">1. The immediate supervisor is to inform each staff member of all district and school rules pertaining to his/her employment.2. The immediate supervisor is to thoroughly explain the job duties and responsibility to each assigned staff member.3. Corrective and disciplinary action must not be arbitrary, capricious, unreasonable or discriminatory, and must apply immediately and in order of increasing firmness and severity, after assurances that:<ol style="list-style-type: none">A. A complete, fair and objective investigation was conducted and documented.B. Rules were applied uniformly.C. Substantial evidence of the employe's guilt was obtained.D. Rules are reasonably related to efficiency and performance that can be expected from the employe.E. The employe was aware of what was expected of him/her.F. The employe was forewarned of the consequences of his/her actions.

<p>P</p>	<p>G. The degree of discipline was reasonably related to the seriousness of the offense and the employe's past record.</p> <p>4. Complete written documentation of facts, dates and corrective actions are to be maintained in the employe's personnel file. The burden of proof in discharge and disciplinary cases is the responsibility of the Board; the burden of proof for pay disputes and contract interpretation, etc., is usually determined by the presentation of evidence by both parties.</p> <p>5. No permanent/tenured employe shall be disciplined, reduced in rank or compensation or deprived of any professional advantage without just cause as provided, when applicable, to contract terms.</p> <p><u>Process/Representation</u></p> <p>Whenever any employe is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employe in his/her office, position or employment, s/he shall be entitled to have a representative present to advise.</p> <p>Whenever any employe is required to appear before any administrator concerning a reduction in compensation, disciplinary action or termination of employment, s/he shall be entitled to have a representative present to advise.</p> <p><u>Procedure</u></p> <p>Step 1:<u>Oral Reprimand</u>: Used for minor rules deficiencies or infractions such as lateness, absenteeism, poor work performance, behavior, unsafe practices, etc. The immediate supervisor shall:</p> <ul style="list-style-type: none">A. Explain the deficiency or infraction to the employe.B. Tell the employe what is expected.C. Ask for the employe's cooperation in correcting the behavior.D. Answer questions relating to the infraction.E. Tell the employe specifically what s/he can expect in the event of future deficiencies or infractions. <p>An informal note summarizing the above should be placed in the employe's folder (building level) for record purposes.</p> <p>Step 2:<u>Written Warning</u>: Used for repeated deficiencies or infractions of minor rules</p>
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or in situations where the employe's overall work record warrants it. The immediate supervisor shall repeat A through E above, plus:

F. Explain to the employe that this action (written warning) will be part of his/ her record.

The written warning should be made in a formal letter summarizing the discussion and points above to the employe.

Step 3: Suspension With Or Without Pay: Used after repeated minor rules deficiencies or infractions or for more severe deficiencies or infractions needing further investigation or that may not justify discharge. This

action may be taken by the Superintendent or his/her designee only, and only after complete review of the record. (The Board shall be informed.)

The Superintendent or his/her designee shall repeat A through D above, plus:

G. In the presence of another administrator explain to the employe the reason for the suspension and his/her recommended action to the Board. This explanation shall also be in written form.

Step 4: Discharge: This action may be taken by the Superintendent or designee only, and only in situations when suspensions have been administered or in serious infractions.

The employe's overall record is reviewed with him/her. The employe is told of the recommended action to the Board and that written confirmation of the reasons for discharge will be sent to him/her.

Guidelines for the Immediate Supervisor

1. Inform staff member of all rules pertaining to his/her employment and explain job responsibilities and assignments.
2. Recognize any infractions of work rules or substandard performance.
3. Review carefully all facts in each situation and exercise a to what action should be taken.
4. Apply corrective action or discipline suitable to the rules, infractions or substandard performances.
5. Follow up any corrective or disciplinary action to make sure it has accomplished the objective.

	6. Record in detail any incident in which corrective action results.
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