

## Employee Discipline Guidelines

### Purpose:

1. The primary purpose for an employee discipline system is to assist the employee to become more professional, productive, competent and cooperative.
2. If an employee has difficulty making the necessary changes, the progressive discipline system can help him/her to recognize the need to understand Board policy and “how” policy affects them as an individual.
3. If the employee continues to violate Board policy or the Classified Matrix, the following steps and procedures document the evidence and support systems you put into place to assist the employee in correcting the behavior or actions that occurred.
4. Documentation of discipline occurrences is needed to remove or terminate an employee.

### Investigations:

1. Both Certified and Classified should be noticed that due to an allegation the administrator will be investigating the incident, or behavior that occurred. This gives the employee the opportunity to prepare their perceptions of what occurred.
2. You can notify them two ways:
  - a. You can meet personally with them to share the accusation and set a day and time to discuss or,
  - b. Use the “Notice of Concern” which you hand deliver to the employee.
3. Once an administrator completes an investigation they will need to determine how to move forward.

### Steps to Discipline:

1. **Verbal Warning-** For certified or classified,
2. **Share when you speak with an employee that an oral conversation is not discipline,** but when an accusation is brought to the administration you must investigate.
  - a. You need to document when you meet with the employee through an **email** that states what was discussed and what behavior is expected in the future or through a **“Letter of Guidance.”**
  - b. Site/Department Administration keep the documentation in their site files and it **is not sent** to the Human Resource office.
  - c. When you meet with the employee (Classified or Certified) you should inform them of the following:
    - What he/she is being accused of doing?
    - Give the employee the opportunity to share their perceptions of “what happened.”

- Review the harm this caused and/or what rules, policies, directives or orders were violated?
- Explain what the employee is to do in the future.
- Explain what you will do to assist the employee.
- Explain when the employee is to do or commence the directed action(s).
- Explain what will happen if the employee fails to perform the directed action(s).

### 3. Letter of Direction-

- a. **A Letter of Direction is given to an employee (certified or classified)** to provide them with written orders which, specifically notifies them of the tasks, duties, or obligations they are expected to perform as well as notifying them of actions which they committed.
- b. A Letter of Direction **is not discipline**, it allows the employee to know and understand expectations, and is documentation that assists with implementing discipline. When you meet with the employee you should inform them of the following:
  - What he/she did and remind the employee that this isn't the first time you had to speak to them about this behavior.
  - Give the employee the opportunity to share their perceptions of "what happened."
  - Review the harm this caused and/or what rules, policies, directives or orders were violated?
  - Explain to them what the employee is to do in the future.
  - Explain what you will do to assist the employee.
  - Explain when the employee is to do or commence the directed action(s).
  - Explain what will happen if the employee fails to perform the directed action(s).
  - Explain and share with them that you will write a "Letter of Direction" to document the allegation, incident, and/or behavior outlining what was discussed in the bullets above.

### Types of Discipline Actions:

#### 1. Reprimand- is discipline and is filed into an employee's personal record.

- If you determine that a Letter of Reprimand is required for a certified or classified employee, call HR, and work with Dr. Bergman.
  - **Document 1**
    - An official notice needs to be written and hand delivered to a certified employee, which outlines a day and time you will meet with the employee.
    - For a classified employee you do **not need to notice** them, but you do need to schedule a day and time to meet with them. Use the Classified Matrix to identify the class or action that was violated. The matrix has been updated and is posted on the Sunnyside web-site.
      - ✚ At this meeting the classified employee is given the opportunity to explain their perceptions of the "allegation, incident, or behavior."

- **Document 2 for certified** is: The formal written reprimand that should inform the employee of the following:
  - What he/she violated?
  - What harm this caused and or what rule, policy, class, direction or order this violated.
  - What the employee is to do in the future.
  - What you will do to assist the employee.
  - When the employee is to do or commence the directed action.
  - What will happen if the employee fails to perform the directed action.
  - A section that states they can "appeal" this decision. Who they can appeal too and the timeline they have to appeal.
  - A section notifying the employee that:
    - "Your signature indicated only that you have seen this document and not that you agree with it."
    - A place for the employee to sign the document and the date of the signature.
- All documents should be sent to Human Resources so they can be filed in the employee's personal file.

**2. Reprimand which includes Suspension or Suspension without Pay-**

- You need to work with Dr. Bergman on suspension and suspension without pay for both certified and classified.
- Both forms of **discipline actions (suspension or suspension without pay) must be Board approved, unless waved by the employee.**