

## **B. DISCIPLINE**

Applicable Group(s) A, B, C, D, E, I:

Generally, discipline is progressive in nature and requires communication with employees and/or their representatives. Disciplinary action may include: written reprimand, suspension, demotion, or termination of employment. Specific disciplinary actions will depend on the behavior and frequency of occurrences. Non-probationary employees shall only be disciplined or discharged for just cause, except those employees who otherwise serve at the pleasure of the Board or Superintendent. The District may discipline an employee when the employee violates a policy or rule. Any particular concern related to an employee's conduct may be settled by informal discussion with the immediate supervisor. The employee may have a representative of his/her own choosing present for any discussion which may lead to discipline.

The District may initiate an administrative investigation when an allegation(s) of misconduct is made. Upon completion of the investigation, if evidence substantiates the allegation(s), the District shall specify the allegation(s) against the employee. The District shall then hold a conference at which the District presents evidence substantiating the allegation(s). The employee and/or his or her representative may respond to the allegations at the conference. If the District finds just cause, the District may assess and implement appropriate discipline. All school/departmental issued disciplinary actions will undergo administrative review before implementation occurs. The District must issue its determination on the matter within 40 business days of the conference. If the District has not issued its determination within 40 business days of the conference, the employee may provide written notice to the District objecting to the District's failure to comply with the deadline. From the date the employee provides such notice, the District must issue its determination within 5 business days.

If considerations of safety or other compelling circumstances warrant removal prior to the conference, the District reserves the right to place the employee on immediate suspension during the investigation without loss of pay. If the District places an employee on unpaid leave, it must issue its determination within 10 working days from the first date the employee is placed into unpaid status.

If the District fails to issue its determination within the above timeframes, the employee may file a written grievance. The grievance may challenge any of the District's actions against the employee related to the allegations pending its determination, including any loss of pay or change in assignment.

If the charges are ultimately dropped, the employee will be compensated in full for all lost salary during the time of suspension, minus any interim earnings or wage loss benefits. For employees in Group D that are in long term assignments, the immediate suspension pending investigation will be unpaid. If the charges are dropped the employee will be reimbursed for the suspension days served. The provisions in this final paragraph do not apply to employees in Group E.