

529.1

CERTIFIED STAFF DISCIPLINE PROCEDURE

Employees shall be notified in writing of any alleged deficiencies, expected correction, and a reasonable period of time for correction.

An employee shall at all times be entitled to have a representative present when being disciplined, if requested.

All employees will serve a two (2) year probationary period from the employee's initial date of hire and may be non-renewed during this period for any reason.

A non-probationary teacher may only be non-renewed for just cause.

When, in the judgment of the Administrator, a condition or situation warrants, the Administrator may suspend an employee pending action by the Board. Pay will be withheld and placed in a special account pending final action of the Board. If the employee is reinstated, the employee will receive the pay; if not, the pay will revert back to the employer.

In the event of suspension of the employee, the Administrator shall file written reason with the Board and shall forward copies of said reasons to the suspended employee. The Board shall schedule a hearing within ten (10) teaching days to act upon the matter.

No employee shall be required to appear before the Board concerning any matter which could adversely affect the continuation of that employee in his/her office, position, employment, or the salary or any increments pertaining thereto, unless he/she has been given prior written notice of the reason for such a meeting or interview and shall be entitled to be represented.

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

Tentative Approval: August 8, 2011

FINAL APPROVAL: September 7, 2011

Revised and Approved: December 1, 2014