

UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: CORRECTION/DISCIPLINARY
PROCEDURES

ADOPTED: October 20, 2014

REVISED:

<p>1. Authority</p> <p>22 Pa. Code Sec. 235.10</p> <p>SC 510, 514</p> <p>SC 1121, 1122, 1126, 1127, 1128, 1129, 1130</p> <p>2 Pa. C.S.A. Sec. 551 et seq. SC 1129</p>	<p style="text-align: center;">317. CORRECTION/DISCIPLINARY PROCEDURES</p> <p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative guidelines, rules and procedures, applied fairly and consistently.</p> <p>The Board requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative guidelines, rules and procedures.</p> <p>It is the policy of the Board to provide the supervision, direction, and training to ensure maximum employee performance in accordance with the Board's approved policies, administrative guidelines, rules and procedures. When appropriate, an orderly and equitable process for correction should be taken by the employee's supervisor.</p> <p>When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.</p> <p>The vote to discharge a certificated administrative or professional employee shall require a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than discharge shall be by a majority of a quorum present at a meeting at which such vote is taken.</p>
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<p>2. Delegation of Responsibility SC 510</p> <p>24 P.S. Sec. 2070.9a 22 Pa. Code Sec. 49.64e, 235.1 et seq.</p>	<p>The immediate supervisor is to inform each staff member of all district and school rules and policies and practices pertaining to his/her employment. The immediate supervisor is to explain thoroughly the job duties and responsibilities to each assigned staff member.</p> <p>The Superintendent shall report promptly to the Department of Education any instance where the school district has dismissed a certificated professional employee for cause. The Superintendent also shall report any instance where a certificated professional employee has been formally charged or convicted of a crime of moral turpitude or other offense that requires mandatory suspension or revocation of the certified employee's professional teaching certificate.</p> <p>Corrective and disciplinary action must not be arbitrary, capricious, unreasonable or discriminatory and must be applied promptly and in order of increasing firmness and severity, after assurances that:</p> <ol style="list-style-type: none"> 1. A complete, fair and objective investigation was conducted and documented. 2. Rules were applied uniformly. 3. Reasonable evidence of the employee's guilt was obtained. 4. The rules are reasonably related to efficiency and performance that can be expected from an employee. 5. The employee was aware of what was expected of him/her. 6. The employee was forewarned of the consequences of his/her actions. 7. The degree of discipline was reasonably related to the seriousness of the employee's offense and employee's past record. <p>Complete written documentation of facts and corrective actions taken are to be maintained in the employee's personnel file. The burden of proof in discharge and disciplinary cases is the responsibility of the employer; the burden of proof for pay disputes and contract interpretation, etc., is usually determined by the presentation of evidence by both parties.</p> <p>No district employee shall be discharged, demoted, suspended, reprimanded in writing, or otherwise disciplined without just cause.</p>
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Whenever any administrative or professional employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment, s/he shall be entitled to have a representative present to advise him/her.

Whenever any administrative or professional employee 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 him/her.

At any step in the correction and disciplinary procedure an employee may attach a rebuttal to a written statement or a response to an oral statement. This will be placed in the appropriate employee file.

Any disciplinary action taken against a professional employee by the Board or any administrator may be protested utilizing the grievance procedure as provided by the current collective bargaining agreement.

Step 1 - Oral Reprimand

Used for minor rules deficiencies or infractions such as lateness, absenteeism, poor work performance, behavior, unsafe practices, etc. The immediate supervisor shall:

1. Explain the deficiency or infraction to the employee.
2. Tell the employee what is expected of him/her.
3. Ask for the employee's cooperation in correcting his/her behavior.
4. Answer questions relating to the infraction.
5. Tell the employee specifically what s/he can expect in the event of future deficiencies or infractions.

Any informal note summarizing the above should be placed in the employee's supplemental record folder for record purposes only.

	<p><u>Step 2 - Written Warning</u></p> <p>Used for repeated deficiencies or infractions of minor rules or in situations where the employee's overall work record warrants it. The immediate supervisor, at a conference, shall repeat the steps above, plus:</p> <ol style="list-style-type: none"> 1. Explain to the employee that this action will be part of his/her file. 2. At a conference with the employee, if desired, s/he may be accompanied by a representative. <p>The written reprimand should be made in memorandum form or in a formal letter summarizing the discussion and points above to the employee.</p> <p>The employee may, after three (3) years, request in writing that the written reprimand be removed from his/her file. If no further disciplinary action has been taken against the employee for an infraction related to the infraction in question, the request shall be granted.</p> <p><u>Step 3 - Suspension (With Or Without Pay)</u></p> <p>Used for repeated minor rule deficiencies or infractions, for more severe deficiencies or infractions needing further investigation, or deficiencies or infractions that may not justify discharge. This action may be taken by the Superintendent or designee only, and after complete review of the record. The Superintendent or designee shall repeat the steps above; in addition to telling the employee the reason(s) for the suspension and his/her recommended action to the Board.</p> <p><u>Step 4 - Discharge</u></p> <p>This action may be taken by the Board, upon recommendation of the Superintendent or designee in situations when previous efforts to correct behavior have been administered or in cases of serious infractions such as those specified in the School Code. The employee's overall record is reviewed with him/her. The employee shall be told of the recommended action to the Board and that written confirmation of the reasons for discharge will be sent to him/her consistent with law.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p> <p>Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p>
<p>SC 111, 1122</p>	
<p>SC 111</p>	

SC 111	<p>An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</p> <p>State Board of Education Regulations, Code of Professional Practice and Conduct for Education – 22 Pa. Code Sec. 235.1 et seq.</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Board Policy – 324</p>
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