POLICY

Board of Trustees
Douglas County School District   CLASSIFIED STAFF

DISCIPLINARY ACTIONS

The Board shall apply the statutes of the State, these policies, and the regulations of the District with equal consideration to each post-probationary employee found to have violated District regulations.

The Board reserves the right to impose penalties for disciplinary reasons. However, where an employee fails or refuses to perform contracted work without acceptable reason, the Superintendent may deduct without further authorization wages reasonably related to the time not worked.

The Superintendent shall prepare disciplinary rules for situations most often encountered which provide for progressive penalties including, where appropriate, warnings, probationary periods, penalty days, and other reasonable disciplinary measures. Supervisors should first attempt to assist employees to correct performance; however, if such efforts are unsuccessful and the facts and circumstances of each violation so warrant, discipline shall generally be imposed on a progressive basis as follows:

First Offense. Oral warning by the supervisor, with a notation that a warning was issued and placed in the personnel file of the employee.

Second Offense. Written warning by the supervisor: Original to the employee, a copy to the supervisor, and a copy to the personnel office for filing in the employee's personnel file. This offense may result in suspension without pay on the recommendation of the supervisor subject to subsequent review by the Superintendent.

Subsequent Offenses. The supervisor or the Superintendent shall discuss the employee's problems with the employee. If the offense continues or the employee is indifferent to rules and policies, the supervisor may terminate the employee subject to final review of the Superintendent.

When an employee has demonstrated a serious disregard of rules and policies of the District, the supervisor may recommend immediate termination in lieu of these procedures.

Date Adopted: 08/12/80
Date Revised: