



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	STAFF CONDUCT CORRECTION
Number	4139
Status	Active
Legal	I.C. § 20-28-9-22 29 CFR Part 541.00B <u>Auer v. Robbins</u> , 117 S. Ct. 905 (1997)
Adopted	November 17, 2020

### **1) GENERAL POLICY STATEMENT**

The Board recognizes that establishing reasonable work rules and conduct standards for all employees is necessary to ensure students receive the highest quality instruction and support at all times.

### **2) PURPOSE**

The purpose of this policy, except in cases of gross misconduct, is to bring a staff member's conduct up to a satisfactory level, and in all cases to ensure that employees are treated fairly and objectively, and that their right to due process and any other legal entitlement is observed.

### **3) DISCIPLINARY PROCEDURES**

- a. The school will follow a system of progressive discipline designed to correct practices rather than penalize employees.
- b. As used in this policy, "progressive discipline" means imposition of the least severe sanction that will likely prevent a recurrence of the misconduct and/or protect the district interest(s) that the misconduct threatened or harmed.
- c. Progressive discipline will be followed, except when aggravating circumstances exist, or when the nature of the offense is so serious, offensive or chronic

("gross misconduct") that the school cannot in good conscience continue the employment relationship.

- d. In all cases, discipline (including discharge or cancellation of contract) will be administered consistent with applicable law and collective bargaining agreement.
- e. The Executive Director, CEO shall develop rules and procedures governing conduct correction or discipline of staff members consistent with this policy.