

WORKING DRAFT

PERFORMANCE VERSUS DISCIPLINE

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DRAFT

INTRODUCTION

What is the doc?

Parkrose School District People Principles

Value the individual

Seek first to understand

Coaching is first resort

Training is always a solution

Use of Equity lens

PURPOSE OF GUIDE/HOW TO USE

Equity Lens – how to apply

Templates

DEFINITION OF PERFORMANCE CONCERNS

Performance concerns are most often described as a failure to meet or maintain standards of performance as set forth in the evaluation handbook and or job description.

List of Examples

DEFINITION OF MISCONDUCT

Misconduct is often described as a violation or failure to comply with a conduct-related directive or work rule.

List of Examples

WHEN IN DOUBT

Sometimes, action by an employee falls within a gray area where you aren't sure if it is performance or misconduct. When this happens, please contact Human Resources to discuss.

TWO PATHS FOR CORRECTING EMPLOYEE ISSUES

The first step in determining how to address a concern about an employee is to determine if the issue is one of poor performance or misconduct.

Depending on the category of action in question falls into, the law and collective bargaining will dictate a particular process to be followed.

Issues with employee misconduct are dealt with through a discipline process while issues regarding performance are dealt with through the evaluation process.

CERTIFIED

DISCIPLINE		EVALUATION	
1	Informal verbal correction and reminder of expectations	1	Informal verbal correction and reminder of expectations
2	Letter of Expectations	2	Negative Evaluation
3	Oral Reprimand	3	Letter of Directive
4	Written Reprimand	4	Plan of Assistance
5	Unpaid Suspension	5	Plan Extension/Modification
6	Dismissal	6	Dismissal

CLASSIFIED

DISCIPLINE		EVALUATION	
1	Informal verbal correction and reminder of expectations	1	Informal verbal correction and reminder of expectations
2	Letter of Expectations	2	Negative Evaluation
3	Oral Reprimand	3	Conference?
4	Written Reprimand	4	Plan of Assistance
5	Unpaid Suspension	5	Plan Extension/ Modification
6	Dismissal	6	Dismissal

CAVEATS TO DISCIPLINE

It is important that the severity of the discipline align with act of misconduct. For example, responding to an employee's failure to report work by giving an unpaid suspension may not be the best choice.

The severity of an act of misconduct may necessitate the skipping of one or more steps. More egregious acts of misconduct will result in an administrator starting with more severe discipline or even dismissal, such as....

All employees of a public school district, including classified, are entitled to procedural due process which includes the option of review by the school board pursuant to ORS 332.544

CAVEATS TO PERFORMANCE

Evaluation Handbook for Certified sets forth a prescribed process for evaluating teachers and specialists. This is different if the teacher is probationary or contract.

Newer versus Veteran - How long has the person been teaching in the classroom?

Trajectory of scores

Performance Evaluations

- Be honest

- Avoid vague statements

- Give clear examples

- Rank/score appropriately

STEPS FOR ADMINISTRATOR/SUPERVISOR TO FOLLOW

Investigate

Determine if misconduct or performance

CONDUCTING INVESTIGATIONS

JUST CAUSE

Termination procedures -?

TEMPLATES FOR DISCIPLINE

Informal Verbal Correction

Written Warning

TEMPLATES FOR PERFORMANCE CONCERNS