

G-6105 AUD10 GCQFA
DISCIPLINE, SUSPENSION, AND DISMISSAL OF
PROFESSIONAL STAFF MEMBERS
(Disciplinary Procedures for Reprimand)

Procedures for Issuance of Letters of Reprimand

When an administrator determines that there is good cause to impose a Letter of Reprimand, the administrator shall notify the teacher or other professional employee of the administrator's intent to impose discipline. The Notice of Intent to Impose Discipline shall be in writing and shall be delivered to the employee in person or by First Class Mail. This notice shall be retained in the employee's personnel file and shall include the following information:

- A description of the conduct or omission by the employee which is the reason for discipline.
- A citation or reference to any laws, rules, regulations, policies, duties or directives, if any, violated by the employee's conduct or omission.
- The date, place and time of the disciplinary meeting during which the administrator will issue the Letter of Reprimand.

At the time of the disciplinary meeting, the administrator shall verbally review the written Notice of Intent to Impose Discipline with the employee. The employee shall then be given an opportunity to respond to the Notice of Intent, e.g., to explain that the employee's conduct did not occur as alleged or to explain how circumstances justified the employee's conduct. If the administrator determines that a letter of reprimand is still warranted after the employee's response, the administrator shall present the Letter of Reprimand to the employee.

Retention and Removal of Letters of Reprimand

At the written request of an employee submitted to the associate to the superintendent, a Letter of Reprimand, and the preceding and corresponding Notice of Intent to Impose Discipline shall be removed from an employee's personnel file provided all of the following conditions are met:

- The letter does not concern conduct toward students that is deemed highly inappropriate by a reasonable person's standard, or which may be criminal in nature;
- The conduct or omission resulting in the reprimand, or any related action, has not recurred in the two (2) calendar year period following the reprimand; and

- No other Letter of Reprimand has been placed in the employee's personnel file in the two (2) calendar year period following the reprimand.

Appeals of Letters of Reprimand

Letters of reprimand are not subject to the grievance procedures set forth in Governing Board Policy GBK, *et seq.* Rather, the procedures for appeal from a letter of reprimand shall be as follows:

An employee who has received a letter of reprimand may, within ten (10) working days of receiving the letter of reprimand, file an appeal with the Superintendent. The Superintendent shall develop procedures for the review of such appeals. The procedures shall provide for two (2) levels of appeal. Decisions on appeals shall be issued within a reasonable period of time. The Superintendent's decision on the appeal shall be final and is not subject to grievance procedures contained in Governing Board Policy GBK, *et seq.*

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 13-2911
 15-203
 15-341
 15-342
 15-350
 15-503
 15-504
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 41-770

CROSS REF.: DKA - Payroll Procedures/Schedules
 GCJ - Professional Staff Noncontinuing and Continuing Status