

**DISCIPLINE, SUSPENSION, AND DISMISSAL OF
SUPPORT STAFF MEMBERS
(Discipline)**

Counseling

It is the policy of the District to provide opportunities to employees who have been judged to be unsatisfactory to improve their performance. Therefore, such employees will, if practical, receive counseling prior to any disciplinary action.

Oral counseling and/or oral reprimand shall not be considered to be disciplinary action. Letters of counseling or other forms of written counseling shall not be considered to be disciplinary action but shall become part of the employee's personnel record.

Prior to Disciplinary Action or Dismissal

In the interest of District-wide equity in applying disciplinary action, and because of the increasing complexity of employee-rights legislation at both state and federal levels, the Associate to the Superintendent for District Operations shall be consulted prior to the initiation of any disciplinary action.

Representation

Employees shall be allowed to conference with and be represented by a representative of the Amphitheater Education Association or other individual of their choice in matters of disciplinary action. Employees shall also be permitted to tape record disciplinary meetings. If an employee intends to tape record or bring representation other than legal counsel to a meeting, the employee shall notify the administrator at least one (1) work day in advance of the scheduled meeting. If the employee intends to bring legal counsel to a meeting, the employee shall notify the administrator at least three (3) work days in advance of the scheduled meetings.

Disciplinary Actions

It is the intention of the Governing Board to provide administrators/supervisors an avenue for the discipline of support staff employees who fail to maintain proper standards. In an effort to provide and maintain a high-quality educational system, it is important to be assured that employees uphold high standards. Employees may be disciplined for the violation of the rules, regulations, and policies of the Governing Board and for other good and just cause.

Appropriate methods of discipline are available to supervisors to be utilized when an employee fails to comply with the rules, regulations, and policies as set forth by the Governing Board and the state legislature. Any single violation or any combination of violations may be found to constitute cause for dismissal, suspension without pay, or other disciplinary action.

Every employee is required to fulfill all duties as set forth in the job description. Failure of an employee to fulfill duties will result in disciplinary action being taken against the employee. Disciplinary action may include, but not be limited to, the following actions:

- Warning letters.
- Suspension with pay or suspension without pay.
- Establishment of disciplinary probation periods not to exceed four (4) months, subject to the guidelines of this policy.
- Dismissal.

Time Line

Written reprimands, warning letters, and suspensions shall be initiated within twenty (20) working days of the date the supervisor becomes aware of the incident(s) except where the investigation of the incident involves non-District personnel or organization, in which case, this time period shall be reasonably extended to allow for adequate investigation.

Disciplinary action may not include suspension with pay or suspension without pay for any single period of time in excess of ten (10) working days.

Staff members shall be informed of the specific reasons for any disciplinary actions and shall be advised of their right of appeal as provided in Policy GBKD, Staff Grievances (Support Staff). Such information must be provided in writing, with a copy to the Associate to the Superintendent.

Maintenance of Records

No written or recorded material may be placed in an employee's file without the employee's knowledge.

Disciplinary Action other than Dismissal

- Whenever disciplinary action is required, the corrective nature is to be in the form of a memorandum to the staff member and must indicate the specific deficiencies and corrective action required for satisfactory performance. If

the disciplinary action specifies time limits within which deficiencies must be corrected, this period will constitute a "disciplinary probation period."

- At the employee's request, disciplinary letters, letters of reprimand, and letters of counseling shall be removed from the employee's file after two (2) years, if there are no additional reprimands, or the reprimands do not involve inappropriate treatment of students.

Dismissal

Staff members may be dismissed for any reason during initial probationary periods and after initial probation because of the frequency or nature of offenses or conduct for continued substandard performance. Dismissal of staff members shall be authorized in accordance with the procedures.

Adopted: date of Manual adoption

Revised: April 8, 2014

LEGAL REF.: A.R.S. 13-2911

15-341

15-502

41-770

CROSS REF.: DKA - Payroll Procedures/Schedules