

**Progressive
Discipline**

The District strives to provide employees with progressive discipline. Pursuant to state law, however, at-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District.

Purpose

In the exercise of the progressive discipline process, the District's values of honesty, ethical behavior, and mutual respect should guide the content, presentation, and handling of all disciplinary situations and actions. Through a careful review process, the Superintendent intends to maintain objectivity, fairness, and consistency in the District's progressive discipline process.

Poor job performance, unacceptable or unprofessional behavior, policy violations, negative attendance trends, illegal or unethical actions, and/or misconduct will be considered as a few examples, but will not be interpreted as an all-inclusive list, of actions that may result in disciplinary action up to and including termination.

Various types of disciplinary actions may be taken in order to help an employee assume responsibility and modify and correct unacceptable performance behavior or actions. The alternatives available ranging from counseling to termination of employment will be dependent on the severity or recurring nature of the violation or behavior. Misconduct deemed sufficiently serious, including criminal and gross or ethical misconduct, may result in an employee's immediate termination of employment.

The District reserves the right to move to a higher level of the progressive discipline process, suspend an employee without pay, or to demote an employee to a lower pay grade until sustained satisfactory performance or satisfactory behavior is achieved.

The employee will always be asked to sign the warning documents to demonstrate that he or she had a discussion with the employee's supervisor. A signature is not intended to imply or indicate agreement of the issues noted. An employee may submit within ten business days of the applicable step meeting a rebuttal statement to his or her supervisor to explain the employee's point of view.

Process

No prior disciplinary action will be a prerequisite for another disciplinary action, including termination of employment. The progressive discipline process will be used according to the following step processes when appropriate in the judgment of the assistant superintendent for human resources or designee except in certain cases, for example in cases of criminal gross or ethical misconduct.

EMPLOYMENT PRACTICES
AT-WILL EMPLOYMENT

DCD
(REGULATION)

*Step One
Counseling and
Verbal Warning*

This step will create an opportunity for the immediate supervisor to schedule a meeting with the employee to bring attention to the existing unacceptable performance conduct or behavior issue. The supervisor should discuss with the employee the nature of the problem and clearly describe expectations and required steps the employee must take to improve upon the problem and sustain the improvements. Within ten District business days of this meeting, the supervisor will prepare written documentation of the Step One meeting.

*Step Two Written
Warning*

Although the District hopes that the employee will promptly correct issues noted in the Step One meeting, the District recognizes that this may not always occur. The Step Two written warning involves more formal documentation of the unacceptable actions or behavior. A warning outlining additional disciplinary actions the employee may be subject to, up to and including termination, should be included in the written warning document.

During the Step Two meeting, the immediate supervisor will meet with the employee to review any additional incidents or information as well as prior relevant corrective action plans. The supervisor will be encouraged to coordinate in advance with the human resources director about the situation and next steps. Management will outline the consequences for the employee of his or her continued failure to meet performance or behavior expectations. Within ten District business days of this meeting the supervisor will prepare written documentation of the Step Two meeting.

A growth plan may be issued that lists the required immediate and sustained corrective actions. If issued, a plan will be issued within ten District business days of the Step Two meeting.

*Step Three Final
Written Warning*

If performance or behavior does not improve on a sustained basis, the immediate supervisor will conduct a Step Three meeting with the employee and the human resources director. The employee will be issued his or her final written warning during this meeting. The documentation will include copies of previous warnings, indicate specific areas in which the employee must improve, and specify the time period in which the employee must take the necessary and sustained improvements.

*Step Four
Recommendation
for Termination of
Employment*

The last and most serious step in the progressive discipline process is a recommendation for termination of employment. When making a recommendation for termination of employment, the supervisor will be responsible for providing the human resources department copies of supporting documentation pertaining to all actions taken to date to correct or modify the employee's actions, performance, or behavior. Recommendations for termination of employment will be reviewed and approved by the office of human

resources, legal counsel, and the Superintendent prior to termination.

The termination meeting will include informing the employee of his or her appeal rights and procedures.

**Severe or Dangerous
Actions**

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be temporary removal of the employee from the workplace so that an investigation may be conducted. When immediate action is necessary to ensure the safety of the employee or others, the supervisor will immediately contact the human resources director or assistant superintendent for human resources.