



NCSD Policy/Regulation Revision Request

☒ Policy ☐ Regulation ☐ Form	Title: Progressive Discipline of Non-Union Classified Staff	Number: 6574
Attach copy of original document with lined-through deletions highlighted in yellow , and new verbiage in bright blue bold font .		
Request submitted by (print name): Chelle Wright, PHR, CLRP		
Your Title: Director of Human Resources		Site/Building Location: SDO-HR
Signature: <i>Chelle Wright</i>		Date: <i>9/22/2025</i>
☐ Reviewed by Board Secretary:		
Board Secretary Signature:		Date:
☐ Approved ☐ Not Approved		
Print Name:		
Superintendent/Designee Signature:		Date:

Upon approval by the Superintendent, the Board Secretary will do the following:

Regulations: Make approved revisions, upload to the NCSD website, and email to all NCSD staff.

Policies: Place on two separate BOT agendas, under the consent agenda (first reading is informational, second reading for approval). Upon approval of the second reading, the Board Secretary will make approved revisions, upload to the NCSD website, and email to all NCSD staff.

PROGRESSIVE DISCIPLINE OF NON-UNION CLASSIFIED STAFF

Nye County School District (NCSd) will enlist the use of progressive discipline to provide the opportunity for the supervisor to communicate and document unsatisfactory job performance, and allow the employee to make corrections in order to succeed in his/her position.

Progressive discipline is designed to provide a fair and structured way for employees to improve their job performances and/or behaviors which do not meet the standards or demands of their positions, and to provide a system for fair and equitable treatment of all employees. NCSd recognizes and will follow the standards of due process throughout the progressive discipline procedure.

For employees covered by a collective bargaining unit, additional information can be found in the applicable Collective Bargaining Agreement (CBA).

Adopted: December 1, 2006
Revised: July 29, 2025
Reviewed: December 15, 2021

NEPN/NSBA Classification: GDQD
Legal Reference:

Forms Location: None