

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: MARCH 18, 1996

REVISED:

# Lebanon School District

	517. DISCIPLINARY PROCEDURES	1
1. Purpose	Effective operation of the district's programs requires the cooperation of all district employes in working together under a system of policies and rules applied fairly and uniformly to all employes. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.	2 3 4 5 6 7 8 9 10 11 12
2. Authority	There shall be established procedures whereby classified employes shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.	13 14 15 16 17 18
3. Delegation of Responsibility	The Superintendent shall ensure that appropriate disciplinary actions are invoked for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension, dismissal.	19 20 21 22 23 24 25 26
Act 353 of 1968	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.	27 28 29 30
	Classified personnel who are negligent, insubordinate or otherwise improperly performing their assigned duties may be suspended at the discretion of the Superintendent. The suspended employe shall be notified, in writing, of the suspension and the specific reasons for the suspension.	31 32 33 34 35 36 37 38
	The Superintendent shall notify the Board of the suspension. Final determination of the future status of the suspended employe shall be made by the Board.	39 40 41 42
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