

Introduction:

This policy shall apply to all contract and noncontract employees of the District.

It is the policy of Windham School District that appropriate disciplinary steps be followed as a response to employee misconduct. Such steps should be a reflection of the severity of such misconduct and will be determined by the employee's supervisor, Principal, Department Head, Assistant Superintendent, Division Director or the Superintendent.

Discussion:

It is the duty of every employee of Windham School District to follow the policies and procedures of the District. In the event that an employee does not follow these policies and procedures, the employee's supervisor must weigh all the facts and circumstances to respond officially to such infractions. Such responses are meant to remind the employee of expected behavior as an employee of the District. Depending on the seriousness of an infraction, the employee's supervisor shall respond in an appropriate way, utilizing or recommending any of the following five disciplinary steps as deemed necessary:

1. Oral Warning
2. Written Warning
3. Letter of Reprimand
4. Suspension Without Pay
5. Termination of Employment.

The step at which an employee's misconduct is responded to shall be determined by the employee's supervisor, Principal, Department Head, Assistant Superintendent, Division Director or the Superintendent. The District reserves the right to use any of the above-mentioned disciplinary steps when appropriate. An employee is not entitled to a lesser disciplinary step before a more severe step is utilized.

Steps 1-3 may be utilized by an employee's supervisor(s) when deemed appropriate. For contract employees, only the Superintendent is authorized to utilize steps 4 and 5.

Noncontract employees serve at will, are not employed for any specified length of time, and have no property right to employment. A noncontract employee may be suspended without pay or terminated upon the recommendation of the employee's supervisor with approval of the appropriate Assistant Superintendent or Division Director.

Due to the unique environment of correctional education, it is the policy of the District to terminate employment for misconduct that particularly jeopardizes the security of facilities. This response will occur in instances of misconduct that fall within the description of a Level One Disciplinary Violation in Department of Criminal Justice Directives; it may also occur in other instances of misconduct, depending on all of the facts and circumstances.

Progressive Discipline Policy

7.44  
Board Adopted  
(03-24-00)

Procedures:

7.44-1

Upon discovery of an alleged employee infraction, the employee's supervisor shall conduct a thorough investigation of the infraction so as to enable the supervisor to recommend which of the following five disciplinary steps should be imposed:

Oral Warning

7.44-1.1

An oral warning to an employee may be utilized for minor events of misconduct or rule infractions. A written notation shall be made that the employee was given an oral warning regarding the incident but the notation shall not be a part of the central personnel file.

Written Warning

7.44-1.2

A written warning shall be utilized for moderate or repeated minor events of misconduct, as determined by the employee's supervisor, Principal, Department Head, Assistant Superintendent, Division Director or the Superintendent.

Letter of Reprimand

7.44-1.3

A Letter of Reprimand may be issued to an employee for serious or persistent misconduct. The employee will be required to attend a conference with a supervisor to discuss the Letter of Reprimand.

Suspension Without Pay

7.44-1.4

An employee may be suspended from work without pay for serious or persistent misconduct which threatens the health or safety of the employee or others or causes a substantial disruption within the District. An employee may also be suspended without pay for serious or persistent misconduct that has continued after resort to less severe disciplinary steps.

A contract employee may be suspended without pay for a maximum of six weeks. The Superintendent may, at the recommendation of a contract employee's supervisor or upon independent judgment, suspend a contract employee without pay according to this policy.

Before a contract employee's suspension without pay begins, the contract employee must be given an opportunity to have an informal hearing before the Superintendent or designee. The contract employee may present testimony and other evidence to contest the suspension.

A noncontract employee may be suspended without pay indefinitely upon the recommendation of the employee's supervisor, with the concurrence of the appropriate Assistant Superintendent or Division Director.

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Termination of Employment

7.44-1.5

A contract employee's employment may be terminated in accordance with the procedures contained in Windham School District Policy 7.05.

A noncontract employee's employment may be terminated upon the recommendation of the employee's supervisor, with the concurrence of the appropriate Assistant Superintendent or Division Director.