

SECTION 9: DISCIPLINARY POLICY

Employees are expected to use good judgment when doing their work and to follow established safety rules. Employees who do not follow established safety rules are subject to corrective discipline. The goal of corrective discipline is not to punish the employee but to bring unacceptable behavior to the employee's attention so that the employee will be motivated to make corrections. The school district has established a policy which will be followed in the event an employee fails to follow established safe work practices and rules. This consists of:

- **Verbal Warning:** Follows investigation of the problem. The verbal warning will be documented and retained by the supervisor. Written confirmation that a verbal warning has been given will be placed in the employee's personnel file. The employee will be given instruction on proper actions.
- **Written Warning:** Follows a reoccurrence of the behavior or conduct addressed in the oral warning. The supervisor will inform Human Resources. The employee will acknowledge receipt of the written warning and it will be placed in the employee's personnel file.
- **Suspension Without Pay:** Upon recommendation of the Human Resources Department, suspension without pay may be made following reoccurrence of the behavior or conduct addressed in the written warning. The length of the suspension will be determined by the severity of the problem. Written notice of the suspension will be given and the employee will acknowledge receipt of the written notice of suspension by his/her signature. The written notice of suspension will be placed in the employee's personnel file.
- **Discharge:** Upon recommendation from the Human Resources Department, a written notice of discharge may be issued. An employee may be subject to immediate termination when a safety violation places the employee, co-workers or the general public at risk of permanent disability or death.

Depending on the seriousness of the safety offense committed, a supervisor is not required to go through all steps in the disciplinary procedure.