

SECTION: SUPPORT EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: November 5, 1998

REVISED:

# COUNCIL ROCK SCHOOL DISTRICT

517. DISCIPLINARY PROCEDURES	
1. Purpose	Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. 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. Authority	There shall be established procedures whereby support employees 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.
3. Delegation of Responsibility	The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate: <ol style="list-style-type: none"> <li>1. Verbal warning.</li> <li>2. Written warning.</li> <li>3. Transfer of employee.</li> <li>4. Suspension.</li> <li>5. Demotion.</li> <li>6. Dismissal.</li> </ol>
4. Guidelines Act 353 of 1968	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.
SC 1151, 1122	

<p>Other Cite Act 353 of 1968</p>	<p>Upon a written statement of charges of alleged misconduct, signed by the employee's supervisor and/or building principal upon his/her own knowledge/information and/or on information received, on the part of an employee shall result in his/her immediate suspension or other appropriate disciplinary action by the Superintendent.</p> <p>Appropriate opportunity will be offered to the employee to respond to and explain his/her position in the following circumstances:</p> <ol style="list-style-type: none"><li>1. Being under the influence of intoxicating liquors or narcotic drugs during working hours, except those drugs prescribed by a physician and placed in the custody of the school nurse or building administrator during working hours.</li><li>2. Stealing and/or willfully destroying or defacing Board property.</li><li>3. Conviction of a criminal offense involving moral turpitude.</li><li>4. Fighting and/or creating a disturbance.</li></ol> <p>Should the allegations pertaining to the employee prove to be unfounded, the employee shall be reinstated with back pay for the time lost.</p> <p>If an employee fails to maintain minimum acceptable standards of job performance, the employee shall be notified in writing of the deficiency by his/her supervisor. If such deficiency is not corrected within a reasonable period of time, it will result in the employee's termination by the Board.</p> <p>The Board recognizes that it will respect the employee's rights and privileges and immunities that are secured by the Constitution of both the United States and the Commonwealth of Pennsylvania, of appropriate Acts of Congress and/or the Pennsylvania General Assembly, and as announced by the courts.</p>
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