

DeForest Area School District
Administrative Regulation

TITLE: PROCEDURES RELATED TO DISCIPLINARY ACTION	NUMBER: AR 3.1(2)
<i>Executive Limitation: EL 3, Treatment of Staff (3.1- Program of Employee Expectations and Rules)</i>	
Recorded as Administrative Regulation: <i>Established: 4/23/12 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

PROCEDURES RELATED TO DISCIPLINARY ACTION

Before imposing disciplinary action upon an employee, the District Administrator or his/her designee should make every reasonable effort to adhere to the following guiding principles:

1. The District Administrator or his/her designee should determine whether a rule, standard, duty, directive and/or other expectation exists in the District that governs or is relevant to the employee's alleged conduct. While it is helpful that the rule, standard, duty, directive or other expectation be communicated in writing, it is not necessary to impose disciplinary action.
2. To the extent necessary, as determined by the District Administrator or his/her designee, an investigator may be appointed to conduct an investigation to determine whether the employee violated a rule, standard, directive and/or other expectation. Any investigation conducted should be fair and impartial; include a review of relevant information; and include interviews of individuals with pertinent information. The District Administrator or his/her designee may determine that the employee should be placed on administrative leave pending the conclusion of the investigation. In certain situations, a comprehensive investigation will not be necessary, such as when a supervisor personally observes an employee engaging in misconduct or when an employee self-reports misconduct.
3. Before a decision is made about whether to impose discipline, the employee will be interviewed in order to give him/her the opportunity to present his/her position with regard to the allegations, any evidence related thereto, and his/her level of remorse, if any. If the employee fails to cooperate with the investigation, such as by providing untruthful, misleading, or incomplete information, the employee may be disciplined for such conduct in addition to the conduct that is the subject of the investigation.
4. The District Administrator or his/her designee should evaluate the evidence gathered related to or arising out of the employee's alleged conduct to determine whether the employee engaged in the conduct alleged and whether disciplinary action is warranted. Conclusions concerning material facts should be based on credible evidence.

5. If the District Administrator or his/her designee determines that discipline is warranted, he/she should also determine the level of discipline to be imposed , e.g., verbal reprimand, written reprimand, suspension without pay, termination, non-renewal, or other discipline reasonably related to the employee's misconduct. The level of discipline imposed should not be unreasonable or without a rational basis. While many situations will utilize progressive discipline, the District is under no obligation to impose discipline using progressive discipline.

6. In certain situations, the District Administrator or his/her designee will determine that disciplinary action is not appropriate. In those cases, the District Administrator or his/her designee may determine that coaching or a performance improvement plan is a more appropriate method of addressing the employee's behavior/actions.

7. All disciplinary action should be communicated or confirmed in writing to the employee with a copy placed in the employee's personnel file. If the employee has questions about the discipline imposed, he/she may request a conference with the District Administrator or his/her designee. The District Administrator or his/her designee shall determine whether to participate in such a conference or to refer the employee to the Grievance Procedure.

This provision is intended to offer guidelines for the District Administrator or his/her designee to consider and utilize when investigating allegations of employee misconduct and when imposing disciplinary action related thereto. If the District Administrator or his/her designee determines that it is not necessary to satisfy one or more of the above guidelines, such determination will not be used to invalidate the disciplinary action imposed.

The procedures articulated above shall not apply for purposes of addressing evaluative or performance-based employment decisions.