

DeForest Area School District
Administrative Regulation

TITLE: CORRECTIVE COUNSELING	NUMBER: AR 3.5(1)
<i>Executive Limitation: EL 3, Treatment of Staff (3.5 – Notification of Rights and Responsibilities)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions: 1/27/14</i>	
Origin as Board Of Education Policy	

DeForest Area School District has the expectation that all employees will take their work seriously and conduct themselves with pride and self-respect. As such, we expect all employees to maintain competent work habits and to follow all rules and regulations. We also expect employees will quickly correct any lapses in their work and address any violation of rules or policies brought to their attention.

In general, complaints lodged with an employee’s supervisor, other administrators and/or a Board of Education member will be discussed with the employee.

Upon receipt of a written warning, the employee may put objections or rebuttal to the warning letter in writing and have the documentation placed into their personnel file. Employees called to a disciplinary or investigatory meeting may have another District employee or labor union representative, if applicable, present to observe and take notes subject to availability without interruption to the operation of the school.

****The following three paragraphs do not apply to employees classified as non-represented staff.**

The District takes a corrective action approach to helping employees resolve performance deficiencies or addressing policy/rule infractions. Corrective actions are determined based on the appropriateness to the infraction and at a level of intervention deemed appropriate to address the issue and not for reasons that are arbitrary or capricious. The District may, in its sole discretion, bypass one (1) or all steps in the corrective counseling process based on individual circumstances. Procedures related to disciplinary action can be found in Administrative Regulation 3.1(2).

The corrective action chosen will be appropriate to the infraction and will be based on a number of factors including but not limited to, the work record of the employee, previous occurrences of similar or related incidents, any previous corrective action taken, the severity of the incident and the likelihood that changed/corrected behavior would result from the action taken. Typically, minor first offenses are addressed with verbal counseling or reprimands. Serious or more frequent violations warrant more serious action, up to and including termination. Types of corrective action may include but are not limited to verbal warning or counseling, written warning in the form of a letter or memo, suspension (with or without pay), and/or discharge/termination.

Management reserves the right to terminate the employee in cases of serious or grievous infractions. Deficiencies and infractions include but are not limited to, unsatisfactory work performance, inappropriate work conduct, rule or policy violations and attendance infractions. The standard for termination will be good and sufficient reason. Good and sufficient reason is defined as the following:

- A. There is a factual basis for the termination, such that the termination is not wholly frivolous or inconsequential: The factual basis must support a finding of employee action/inaction in which the District has a termination interest, and
- B. Reasonableness of the penalty: The particular termination by the District must not be unreasonable or without a rational basis.