

POLICY 4362
EMPLOYEE DISCIPLINE

Employees shall abide by district policies and procedures, applicable rules and regulations, local, state and federal laws and regulations, and the expectations set forth in employee position specifications.

It is the responsibility of the district's administrators and supervisors to discipline employees for violations of district policies and procedures, applicable rules and regulations and the expectations set forth in the position specifications.

Discipline will follow the procedures outlined in the Progressive Discipline/Termination Procedures when appropriate and will not be imposed without just cause. Discipline may be imposed by oral reprimand, written reprimand, suspension with or without pay or discharge. Dismissal of any personnel shall be in accordance with established procedures and state law. Other forms of discipline may be imposed when appropriate. The concept of progressive discipline will be utilized, if appropriate. Steps in the progressive discipline process may be skipped when warranted by the nature of the infraction. Discipline should be imposed only after a thorough investigation sufficient to determine the facts.

Employees who have been disciplined have access to the general employee complaint procedure in Policy 4270 – General Employee Complaints.

LEGAL REF.: Wisconsin Statutes
Section 118.22 (Non-renewal of teacher contract)

CROSS REF.: 4223 Staff Misconduct Reporting
4260 Personnel Records
4270 General Employee Complaints
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000
September 23, 2014
October 28, 2014
March 28, 2017

RULE 4362
EMPLOYEE DISCIPLINE PROCEDURES

Copies of a written employee reprimand will be distributed as follows: original to employee, copy to superintendent of schools, copy to employee's central office personnel file and a copy to employee's immediate supervisor.

Disciplinary measures, when warranted, may be implemented as follows:

1. All administrators and supervisors are authorized to reprimand in either oral or written form, or both.
2. All administrators are authorized to recommend employee suspensions to the superintendent or designee.
3. Only the superintendent or designee is authorized to suspend an employee with or without pay.
4. The superintendent may impose all appropriate forms of discipline, except for discharge, of regularly employed certified employees. The superintendent may discharge non-certified employees and substitute teachers.
5. Discharge of regularly employed certified employees requires formal action by the school board and shall be in accordance with established procedures and state law.