

ALLENTOWN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: 6/25/98

REVISED:

	517. DISCIPLINARY PROCEDURES
1. Purpose	<p>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 regulations, consistent enforcement of the policies and regulations, and fair and uniform penalties and disciplinary procedures for violations. The primary objective of these procedures is to promote and maintain a maximum level of acceptable behavior on the part of all employees, with the ultimate goal being to create the best possible learning environment for students.</p>
2. Authority	<p>Classified employees will be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations. The district will follow the principles of progressive discipline.</p> <p>Progressive discipline stipulates that an employee may have progressively or increasingly more severe penalties imposed each time s/he either repeats an offense or demonstrates the continuation of inappropriate conduct via a number of offenses which are not of the same type or degree. Some incidents may be sufficiently onerous as to justify the most severe level or levels of progressive discipline, without documenting a progression of disciplinary actions. The hierarchy of actions under progressive discipline will usually include verbal reprimand, written reprimand, suspension without pay, and dismissal.</p>
3. Delegation of Responsibility	<p>The Assistant Superintendent, Human Resources and Operations shall provide assistance to the administrative staff in the discipline of any employee.</p> <p>A verbal reprimand may be issued by any administrator without consulting the Assistant Superintendent, Human Resources and Operations; however, s/he must be consulted when the level of discipline considered exceeds the verbal reprimand level.</p>

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<p>Act 353 of 1968</p>	<p>Consistency in the application of disciplinary action toward employees, at the written reprimand or more severe levels, shall be maintained through the Assistant Superintendent, Human Resources and Operations.</p> <p>Disciplinary action instituted by the Assistant Superintendent, Human Resources and Operations shall be subject to the Superintendent's review. An employee may appeal a disciplinary decision of the Assistant Superintendent, Human Resources and Operations to the Superintendent. Nothing contained herein shall diminish the employee's rights or the district's responsibilities contained in an applicable collective bargaining agreement.</p> <p>The Board shall provide a hearing, as required by statute, for any employee subject to demotion or dismissal.</p>
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