

Subject: Disciplinary Process Policy

Effective Date: March 07, 2008

Approved by: Board of Directors

Policy: It is the policy that all employees of the School are expected to act in a mature, professional and responsible way at all times. Occurrences of unacceptable behavior, as well as violations of any rules or policies, may be subject to disciplinary action, including possible immediate termination of employment. Notwithstanding, all employees remain employed “at will” and may be discharged at any time for any reason by the recommendation of the Executive Director to the President of the Board.

Procedure:

1. Disciplinary actions may include suspensions or other measures deemed appropriate to the circumstances up to and including immediate dismissal.
2. Examples of violations which, because of their seriousness, may result in immediate termination of employment* :
 - a. Willful violation of any School rule; any deliberate action that is extreme in nature and is obviously detrimental to the School’s efforts to operate profitably.
 - b. Violation of security or safety rules or failure to observe safety rules or School safety practices; failure to wear required safety equipment, tampering with School equipment or safety equipment.
 - c. Negligence or any careless action, which endangers the life or safety of another person, or endangers, damages or destroys School property.
 - d. Being intoxicated or under the influence of controlled substance drugs while at work; use, transfer, possession or sale of controlled substance drugs in any quantity while on School premises except medications prescribed by a physician which do not impair work performance.
 - e. Possession of firearms, weapons or explosives on School property or while on duty.
 - f. Engaging in criminal conduct, acts of violence, or making threats of violence toward anyone on school premises or when representing the School; fighting, horseplay or provoking a fight on School property, or negligent damage of property.
 - g. Insubordination or refusing to obey instructions properly issued by a supervisor or manager pertaining to your work; refusal to assist on a special assignment.
 - h. Threatening, intimidating or coercing fellow employees on or off the premises – at any time, for any purpose.
 - i. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of School property, or the property of fellow employees, students or visitors in any manner.

- j. Theft of School property or the property of fellow employees; unauthorized possession or removal of any school property, including documents, from the premises without prior permission from the Executive Director; unauthorized use of School equipment or property for personal reasons; using School equipment for your personal profit.
 - k. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the School; alteration of School records or other School documents.
 - l. Working for a competing business while a School employee; breach of confidentiality of personnel information.
 - m. Malicious gossip and/or spreading rumors; engaging in behavior designated to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
 - n. Immoral conduct or indecency on School property or while on School time.
 - o. Conducting a lottery or gambling on School premises.
 - p. Violating the Policy prohibiting unlawful harassment.
 - q. Misuse of Internet, software products, or proprietary information.
 - r. Deliberate or reckless action that causes either actual or potential loss to the School or employee property, or physical injury to employees.
 - s. Misrepresentation, including falsification of reports or records, or deliberate failure to accurately complete reports or records.
3. Examples of activities or violations of rules or policies that may be subject to disciplinary action, including possible immediate dismissal* :
- a. Unsatisfactory or careless work; failure to meet production or quality standards as explained by a supervisor or manager; mistakes due to carelessness or failure to get necessary instructions.
 - b. Any act of unlawful harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
 - c. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your manager; stopping work before time specified for such purposes.
 - d. Sleeping on the job; loitering or loafing during working hours.
 - e. Excessive use of School telephone for personal calls.
 - f. Smoking in restricted areas or at non-designated times, as specified by department rules.
 - g. Creating or contributing to unsanitary conditions.
 - h. Posting, removing or altering notices on any bulletin board or Internet website on School property without permission of the Executive Director or designee.
 - i. Failure to report an absence or late arrival; excessive absence or lateness.
 - j. Obscene or abusive language toward any manager, employee, student or parent; indifference or rudeness toward a student, parent, vendor or fellow employee; any disorderly/antagonistic conduct on school premises.
 - k. Speeding or careless driving of any School vehicle.

- l. Failure to immediately report damage to, or an accident involving School equipment.
- m. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on School premises.
- n. Failure to maintain a neat and clean appearance in terms of the standards established by your manager; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- o. Failure to use the time clock if instructed to do so; alteration of your own time records or attendance documents; altering another employee's time records, or causing someone to alter your time records.

4.

* This list is only a partial list of examples and is neither all-inclusive nor limiting.

Original Policy 02/27/01
Revised Policy 03/07/08