

POLICY TITLE:**Classified Supervision Procedures****POLICY NO:****590.00****Minidoka County Joint School District # 331****PAGE 1 of 2****Progressive Supervision General Guide:**

Employees may be disciplined by the Superintendent, designee, or any administrator/supervisor. Progressive supervision will normally be used as follows:

1. Discussion/counseling
2. Written notice
3. Plan of Improvement with terms and conditions
4. Suspension
5. Dismissal

However, the employer may use reasonable alternative supervisory measures at any step including suspension, with or without salary, and dismissal, as the employer deems appropriate. Major infractions as outlined under "Disciplinary/Dismissal Grounds" may result in immediate dismissal or other appropriate actions rather than in the progressive supervision described above.

Corrective supervision in the form of oral warning or oral reprimand, written warning or written reprimand, suspension with or without salary may be used, sequentially, in any combination, or singularly at the administrative level prior to a recommendation for termination of employment. This policy is intended to offer options for corrective supervision and the full application of this policy, or the application of any part therein, will not be a precondition to the district's right to terminate or suspend an employee.

Discipline of classified employees will not be caused or affected by the employee's religious beliefs, disability or racial or ethnic background, sex, age or exercise of constitutionally protected rights.

An employee may be suspended without salary as a disciplinary action by the Board of Trustees.

Any employee who has been dismissed for cause (related to job performance) will be ineligible for re-employment.

A classified employee may be reprimanded and suspended with salary until the next regular board meeting by his or her immediate supervisor, building level supervisor, assistant superintendent, or superintendent.

Any classified employee may appeal supervisory decisions according to the Grievance Policy, #590.50.

Before the district dismisses a classified employee, it will give the employee reasonable notice in writing of the proposed action and the grounds.

If an employee desires an informal hearing prior to the Board's decision in a proposed dismissal, the employee will submit written notice to the district within ten days after receipt of the notice of the proposed dismissal.

Within ten days after receipt of the employee's request, the district will set a date and time for the dismissal informal hearing.

Disciplinary/Dismissal Grounds

The employer may terminate an employee's employment for any of the following reasons:

1. failure to perform duties in a satisfactory manner as per job description
2. insubordination
3. falsification of district records
4. commission of criminal acts, related to job assignment
5. conduct which is detrimental or harmful to any student(s)
6. acts considered by the employer to be detrimental to the school district
7. acts which are contrary to the adopted mission of the school district
8. acts which are contrary to harmonious working relations
9. violation of district policies or reasonable **documented** directives from supervisors

Each infraction listed above as grounds for dismissal shall be considered a major infraction resulting in possible immediate dismissal, with the exception of "Failure to perform duties in a satisfactory manner as per job description."

Suspension with Salary

The supervisor may suspend an employee with salary for any of the reasons listed under "Disciplinary/Dismissal Grounds." The supervisor will investigate the factual situation relative to any allegations involving the employee and will offer the employee an informal hearing prior to a final decision for suspension with salary.

See Policy 588.50 Reduction in Force.



LEGAL REFERENCE:

ADOPTED: May 22, 1996

AMENDED/REVISED: May 19, 1998

REVIEWED: January 18, 2021