

# Series 400 – Employees

Policy Title: DISCIPLINE AND DISCHARGE

Policy Code No. 408.6

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## Expected Behavior:

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance.

## Sanctions:

The Superintendent or designee may impose the following disciplinary sanctions for breach of expected behavior: verbal warnings, written warnings, disciplinary probation, and disciplinary suspensions (including without pay). The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation or suspension may be imposed without first imposing a warning.

## Procedures:

Prior to giving a written warning or prior to imposing a disciplinary probation or suspension, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges; no delay need be given between notice of the charges and the chance to respond. Written notice of the terms of such disciplinary action shall be given to the employee. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint. At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.

## Suspensions Pending Action:

Employees will perform their assigned job, respect and follow Board policy, and obey the law. An employee may be suspended by the Superintendent or designee at his or her discretion without loss of pay or benefits pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the disciplinary procedures. It is within the discretion of the Superintendent to suspend an employee with or without pay. In the event of a suspension, appropriate due process will be followed.

## Discharge:

The Board of Directors may terminate the contract of a certificated employee in accordance with applicable provisions of Chapter 279 of the Code of Iowa. The Board of Directors may terminate the employment of a classified employee immediately for cause or upon thirty (30) days notice for any

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reason. The Board of Directors may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not certificated to coach in accordance with the terms of the contract.

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Legal Ref.:      Northeast Community Education Association v. Northeast Community School District, 402 N.W.2d 765 (Iowa 1987).  
McFarland v. Board of Education of Norwalk Community School District, 277 N.W.2d 901 (Iowa 1979).  
Iowa Code 20.7, .24; 279.13, 15-.19, .27 (1999).

Cross Ref.: