

12.4 DISCIPLINARY ACTION POLICY

The Director may discipline employees in accordance with the following five steps:

Step 1: Verbal Reprimand – The Director shall verbally counsel the employee and provide suggested action to be taken by the employee in order to avoid future/continuing disciplinary action.

Step 2: First Written Warning- The Director shall verbally counsel the employee and outline action to be taken by the employee in order to avoid future/continuing disciplinary action, write a formal discipline letter, and copy the letter to the employee and the employee’s personnel file.

Step 3: Second Written Warning- The Director and/or Members of the Board of Directors shall verbally counsel the employee and outline action to be taken within a time frame by the employee in order to avoid future/continuing disciplinary action, write a formal discipline letter, and copy the letter to the employee and the employee’s personnel file.

Step 4: Employee Suspension- The Director and/or Members of the Board of Directors shall inform the employee of his/her immediate suspension from his/her duties, without pay, for a period of no less than 3 consecutive school days, during which time the employee shall not enter school property. A formal letter of suspension shall be written and copied to the employee and the employee’s personnel file. During the period of suspension, the school will provide a substitute or replacement employee.

Step 5: Termination- The Director, and/or Members of the Board of Directors shall inform the employee of his/her immediate termination of employment. An official discipline letter of termination shall be written and copied to the employee and the employee’s personnel file. The employee shall gather his/her personal effects under the supervision of the Director or other designated school official , and/or Members of the Board of Directors, after which he/she will be escorted off school property.

Acts of misconduct need not be similar in nature for employees to escalate from one step to the next.

Certain offenses can have an immediate and serious negative impact upon the school and are grounds for the school, at its option, to skip any of the four steps listed above or to effect an immediate termination of employment regardless of whether the employee has escalated through all four steps in succession. Examples of such offenses include, but are not limited to:

- Any violation of State or Federal Law (excluding minor traffic offenses)
- Any conduct which endangers or threatens the health, safety, or welfare of any student, employee, or any other person.
- Release of confidential information without authorization.
- Three or more days of unauthorized absence.
- Violation of the Alcohol, Drug, and Tobacco-Free Workplace Policy
- Fighting.
- Dishonesty such as, but not limited to misrepresentation of facts to the administration and/or Board of Directors and unauthorized altering of time records
- Insubordination/Refusal to perform Employee Duties as outlined

Vanguard Academy
Employee Handbook

Approved: 08/15/2015