

File: GDQD-R

Discipline, Suspension and Dismissal of Classified Staff

(Disciplinary Action)

The Board, with due regard for the rights and interest of employees, reserves the right to adopt policies and regulations deemed necessary for efficient operation of its work force. Acts of commission or omission on the part of a classified employee which might result in harm to the district or which tend to interfere with the rights or proper interest of other employees, patrons, or students may subject offending employees to disciplinary action.

Inasmuch as it is impossible to list a set of rules that will cover every circumstance, management reserves the right to identify unlisted offenses as they become evident, make determinations as to the severity of offense, waive progressive disciplinary steps, and determine commensurate disciplinary penalties when appropriate.

The following rules and corresponding disciplinary actions are listed in order of severity and constitute examples of infractions and penalties detrimental to the goals of the district.

Class I Offenses

1. Leaving a duty assignment early, except in the case of personal injury or with prior approval of the supervisor
2. Absenteeism or tardiness of concern* (using 50-75% of the annual allotment of annual leave or department limit without a valid excuse from a health care provider or tardy to work 3-4 times in a contract year.) Exceptions that will not affect the accounting of 50% or more usage: use of approved personal leave or vacation, having a valid excuse from a health care provider, or negotiated or meet-and-confer agreement language that stipulates other absence allowances.
3. Failure to properly report absences from duty by established procedures
4. Violation of fire and safety rules
5. Smoking or use of tobacco products, including, but not limited to, chewing tobacco or snuff, at any time on school district property, in district vehicles, or at district events.
6. Misusing duty time, particularly for personal business, including use of mobile phones for personal calls or texting during work time
7. Unauthorized use of district materials, equipment or facilities
8. Permitting family or friends on the work site during duty time without administrative approval. Children may not be present at work sites if daycare or babysitting arrangements cannot be made. In general, family and friends should not be present at work except for emergencies. Such visits must be short in duration and must have administrative approval.
9. Failure to follow building clearance policies
10. Non-compliance with staff or department uniform or dress code expectations.

*Tardiness is 1-15 minutes late arriving for a shift. Lateness beyond 15 minutes that is not properly accounted via advanced notification to the supervisor and by calling the automated district call-off system may result in pay docks in one hour increments.

Class II Offenses

1. Unsatisfactory work performance either in quality or quantity
2. Sleeping, lying down or participating in recreational activities during duty hours
3. Misusing or intentionally damaging district property or equipment
4. Unauthorized disposal of district property
5. Using threatening or abusive language with students, patrons, or staff
6. Possession of unapproved non-deadly weapons, such as a legal-length knife, which if otherwise approved by administration, would be used in the employee's normal scope of work as tools.
7. Problematic absenteeism or tardiness (using 76-100% of the annual allotment of leave or department limit without a valid excuse from a health care provider or 5 times tardy to work in a contract year). the same exceptions apply from Class I, #2
8. Abusing leave policies
9. Divulging confidential information, including unauthorized forwarding of district emails, electronic records, sharing of passwords, or posting of confidential, discriminatory, defamatory, or harassing information on Internet social sites
11. Non-compliance with the district's Staff Use of the Internet (Acceptable Use) policy, Board Policy GBEE

Class III Offenses

1. Insubordination — failure or refusal to accept or perform job assignments as directed by supervisors or any other administrator in the chain of command
2. Excessive absenteeism or tardiness (using more than 100% of the annual allotment of leave or department limit without a valid excuse from a health care provider or 6 or more times tardy to work in a contract year). The same exceptions apply from Class I, #2
3. Theft
4. Vandalism of district property or of property belonging to students, patrons, or staff
5. Behavior on or off school property that is detrimental to the welfare or safety of students or of school personnel, including behavior that creates a threat of physical harm to students or staff
6. Engaging in verbal or physical altercations among staff, students, or patrons
7. Using, possessing, distributing, or being under the influence of illegal drugs, non-physician prescribed prescription drugs, or alcoholic beverages on duty time or at any time on district property or at district events, including medical marijuana
8. Failing a random or reasonable suspicion drug or alcohol test, including for medical marijuana
9. Job abandonment
10. Immoral or indecent acts

11. Harassment of students, staff, or patrons, including bullying, discrimination, physical and/or sexual harassment
12. Unlawful behavior involving a child, including unlawful sexual behavior
13. Conviction of a felony or of any crime involving children, including child abuse
14. Possession of deadly weapons or explosives on school property, in school buildings, or at district events
15. Gross misconduct — evident, obvious, intentional violations of work rules, laws, or behavioral standards

Progressive disciplinary penalties guidelines

1. Class I offense
 - a. 1st offense – written reprimand*
 - b. 2nd offense – three-day suspension without pay
 - c. 3rd offense – five-day suspension without pay, and/or issuance of a last chance letter of warning
 - d. 4th offense – recommendation for dismissal
2. Class II offense
 - a. 1st offense – three-day suspension without pay
 - b. 2nd offense – five-day suspension without pay
 - c. 3rd offense – five or more days suspension without pay and issuance of a last chance letter of warning or recommendation for dismissal
3. Class III offense – may range from five or more days suspension without pay to recommendation for dismissal

*For minor offenses or first time Class I Offenses, the supervisor has the discretion to utilize a Counseling Session or Verbal Reprimand in advance of issuing a written reprimand or other consequence. An official verbal warning may be documented in the personnel file. Such meetings should be documented in the supervisor's notes and referred to if any subsequent disciplinary actions are copied to the employee's official personnel file located in the Human Resources Department at 315 W. 11th Street, Pueblo, CO 81003.

While conducting investigations, the administration may place an employee on paid administrative leave. Such paid administrative leave is not a disciplinary consequence but is intended for purposes of conducting an impartial investigation.

The district reserves the right to report any suspected criminal behavior of employees to the proper law enforcement or social services authorities.

The Superintendent of Schools is authorized by the Board of Education in Board Policy GDQD the authority to dismiss classified employees. Notice will be given to the Board of Education via the monthly personnel report.

Approved March 12, 1985
Revised March 28, 1995
Revised September 21, 2010

CROSS REFS.: GBEC, Drug-Free Workplace
 GBK, Grievance Procedures
 GDO, Evaluation of Classified Staff

Pueblo School District No. 60, Pueblo, Colorado