

## Employee Discipline

An employee of Franklin County Schools shall not engage in any criminal, dishonest, immoral, or disgraceful conduct or behavior, activity, or association, which discredits the employee and/or the school system. These actions may be considered grounds for dismissal. Each employee is expected to conduct himself/herself, both on and off the job, in such a manner as to reflect credit on himself/herself and the school system.

An employee may be disciplined for such actions as follows (list not inclusive):

- Absent without available leave;
- Absence without timely notification (before the worker is scheduled to begin work);
- Excessive/habitual tardiness;
- Neglect of duty;
- Failure to perform assigned duties;
- Inefficiency in the performance of duties;
- Any act of insubordination or disrespect to a supervisor;
- Use, and/or possession, of illegal drugs or being under the influence of illegal drugs at any time;
- Use, and/or possession of alcohol while on duty or being under the influence of alcohol while on duty or when reporting for duty;
- Use of illegal drugs or alcohol while off duty which reflects discredit upon the employee or the school system;
- Positive test result(s) from alcohol/drug test;
- Violation of any of the rules and regulations of the Board of Education;
- Neglect or disobedience of lawful and reasonable orders of a supervisor;
- Immoral conduct;
- Conviction of a felony while employed by the school system;
- Conviction of a misdemeanor involving illegal substances;
- Any breach of discipline;
- Incompetence;
- Discourteous treatment of the public, other employees, and students;
- Dishonesty;
- Harassment/sexual harassment;
- Inappropriate socializing/fraternizing with students;
- Disclosing confidential information to unauthorized persons;
- Mental or physical abuse of a student or staff member;
- Failure to report an arrest;
- Abuse of sick leave;
- Inability, for whatever reason, to perform the duties assigned; and
- Any conduct unbecoming to an employee of the school system.

Walking off the job site will result in a recommendation to the Director of Schools for immediate dismissal.

Refusal to accept a transfer to a different work site will result in a recommendation to the Director of Schools for immediate dismissal.

Typical progression of disciplinary actions may include the following:

1. Verbal warning;
2. Conference;
3. Written reprimand;
4. Written reprimands including Suspension with/without pay; and
5. Dismissal.

It is normally expected that disciplinary actions will follow a progressive path until the problems are rectified or the employee is dismissed. However, the seriousness of the disciplinary infraction shall dictate the proper action up to, and including, dismissal for a first offense of serious disciplinary infractions.

All classified employees are employed at the 'will of the Director of Schools'.

Any employee recommended for dismissal is entitled to a hearing with the Director of Schools.

### **Report of Arrest/Finding**

If an employee is arrested for any reason, the employee is to notify his/her immediate supervisor and Human Resources (at Central Office) within forty-eight (48) hours of the arrest.

The employee shall notify the Director of Schools (within forty-eight hours of receiving such notice) if the department of children's services finds the employee to have committed child abuse, severe child abuse, child sexual abuse, or child neglect, or if the department of children's services names the employee as an indicated perpetrator of child abuse.

Appropriate disciplinary action up to, and including, dismissal shall take place if this notice is not provided as noted.