

# EAST PENN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: February 8, 1993

REVISED:

<p>1. Purpose</p> <p>2. Authority</p>	<p style="text-align: center;">317. DISCIPLINARY PROCEDURES</p> <p>There shall be established procedures whereby administrative employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.</p> <p>No administrative employee shall be disciplined, discharged or given written reprimand without just cause. Extra-curricular activities, assignment, reassignment or transfer of administrative employees shall not be subject to just cause.</p> <p>The following progression reflects the commitment that disciplinary measures are viewed as corrective, not punitive. Efforts are to be made to resolve these matters informally, when appropriate. For most offenses, adherence to the system of progressive discipline outlined below is expected. However, in cases of serious offenses the district is not bound by the progressive system. Employees are presumed to know that serious offenses will result in consequences, including dismissal.</p> <p>In the event of employee disciplinary measures, the following progression will normally apply:</p> <ol style="list-style-type: none"> <li>1. <b>Oral reprimand</b> - the supervisor may issue an oral reprimand to the employee. If issued, a written statement to that effect must be placed in the employee's personnel file.</li> <li>2. <b>Written reprimand</b> - the supervisor may issue a written reprimand to the employee. If issued, a copy of the reprimand must be placed in the employee's personnel file. The employee has the right to attach a rebuttal to the reprimand.</li> <li>3. <b>Disciplinary suspension</b> - the Superintendent may suspend the employee, without pay, and must place a written statement to that effect in the employee's personnel file. The employee has the right to attach a rebuttal to the statement.</li> <li>4. <b>Dismissal</b> - the Superintendent may recommend to the Board the dismissal of the employee. The employee has the right to attach a rebuttal to the statement.</li> </ol>
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School Code  
510, 1122, 1127,  
1151

PA Statute  
2 PA C.S.  
Sec. 551

This replaces former policy GBK