



**Series 4000
Personnel**

Policy 4318

Disciplinary Action

The superintendent is directed to develop regulations which will permit orderly and fair procedures for the dismissal, suspension or demotion of any employee for reasons of incompetence, malfeasance, immoral or improper conduct, insubordination, failure to conform to the policies and regulations of the district, mental and/or physical illness or disability, and actions which are inimical to the welfare of the district, the staff, or the students. With reason, the superintendent has the authority to take disciplinary action against an employee up to and including dismissal.

Policy adopted: May 18, 1992
Policy revised: October 21, 2002
Policy revised: July 20, 2020



I. Disciplinary Action

The superintendent may take disciplinary action against an employee, up to and including dismissal.

II. Definition

Suspension means temporary removal of an employee from a position with or without loss of pay, as a disciplinary measure, or removal from a position preliminary to a decision by the Board on charges leading to dismissal or demotion.

Demotion means reduction of an employee from a given class or group of similar positions combined under a common title to a class or group having a lower salary rate.

Dismissal means separation, discharge or permanent removal of an employee from service.

III. Cause

Causes which may be grounds for suspension, demotion or dismissal of any person employed in the non-certified service may include, but not limited to:

1. Incompetency or inefficiency in the performance of the duties of the assigned position.
2. Insubordination (including, but not limited to, refusal to do assigned work).
3. Carelessness or negligence in the performance of duty or in the care or use of district property.
4. Discourteous, offensive or abusive language or conduct toward other employees, students or the public.
5. Dishonesty.
6. Drinking alcoholic beverages on the job or reporting for work while intoxicated.
7. Use and/or possession of illicit drugs on school grounds without medical supervision.
8. Personal conduct unbecoming an employee of the district.
9. Engaging in political activity during assigned hours of employment or otherwise in violation of applicable policies or regulations of the district.
10. Conviction of any crime involving moral turpitude, including a sex offense.
11. Repeated or unexcused absences or tardiness.



12. Abuse of leave privileges.
13. Falsifying any information supplied to the school district, including but not limited to, information supplied on application forms, employment records, or any other school district record.
14. Persistent violation of or refusal to obey safety rules and regulations made applicable to public schools by the Board of Education, the Superintendent, or by any appropriate state or governmental agency.
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public.
16. Abandonment of position.
17. Failure to abide by Policies & Regulations of the Clinton Public Schools.
18. Inappropriate language or behaviors directed toward a student, staff member, or member of the public.

IV. Notice of Disciplinary Action

A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. If violation of a policy or regulation of the district is alleged, the policy or regulation shall be set forth in the notice. The notice must contain the specific action or omission with which the employee is charged

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