

POLICY 4362  
EMPLOYEE DISCIPLINE

Employees shall abide by district policies and procedures, applicable rules and regulations, local, state and federal

RULE 4362  
EMPLOYEE DISCIPLINE PROCEDURES

Copies of a written employee reprimand will be distributed as follows: original to employee, copy to superintendent of schools, copy to H P S O R central office personnel file and a copy to H P S O R \ H H \ V immediate supervisor.

Disciplinary measures when warranted may be implemented as follows:

1. All administrators and supervisors are authorized to reprimand in either oral or written form, or both.
2. All administrators are authorized to recommend employee suspensions to the superintendent or designee.
3. Only the superintendent or designee is authorized to suspend an employee with or without pay.
4. The superintendent may impose all appropriate forms of discipline, except for discharge, of regularly employed certified employees. The superintendent may discharge non-certified employees and substitute teachers.
5. Discharge of regularly employed certified employees requires formal action by the school board and shall be in accordance with established procedures and state law.