

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: February 8, 1999

REVISED:

PENN MANOR SCHOOL DISTRICT

| 517. DISCIPLINARY PROCEDURES | |
|----------------------------------|---|
| 1. Purpose | Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and uniformly. The orderly conduct of the district's functions requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations. |
| 2. Authority | The Board directs that procedures be established whereby classified employees shall be informed of the disciplinary actions that are considered appropriate and that are to be applied for violation of district policies, rules and procedures. |
| 3. Delegation of Responsibility | The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures which provide progressive penalties, including, verbal warning, written warning, transfer of employee, suspension, demotion, and dismissal. |
| 4. Guidelines Act 353 of 1968 | In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute. |
| Other Cite Act 353 of 1968 | |