

Staff Personnel

Discipline and Discharge

- 408.1 Expected Behavior. All employees shall perform their assigned duties cooperatively and competently and in accordance with Chapter 20, Code of Iowa. They are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance.
- 408.2 Sanctions. The superintendent of schools, or the superintendent's designee, may impose the following disciplinary sanctions for breach of expected behavior or for other good cause: verbal warnings, written warnings, disciplinary probation, and disciplinary suspensions not to exceed five (5) work days (with or without pay). The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record.
- 408.3 Procedures. Prior to giving a written warning or prior to imposing a disciplinary probation or suspension, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges; no delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the procedures of Code No. 428. At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.
- 408.4 Suspensions Pending Action. An employee may be suspended without loss of pay or benefits pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in Section 408.3 of this policy.
- 408.5 Discharge. The Board of Directors may terminate the contract of a certificated employee in accordance with applicable provisions of Chapter 279 of the Code of Iowa. The Board of Directors may terminate the employment of a noncertificated employee upon two (2) weeks notice for any reason or immediately for cause. Pay may be given in lieu of the two week notice.