

PERSONNEL

Disciplinary Action

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or termination includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District’s operation, or other legitimate reasons.

Employees will be informed of the performance deficiency and/or conduct that violates school district policy/rule or disrupts school district operations and will be given an opportunity to respond prior to disciplinary action occurring. Employees may be suspended with or without pay at any time if in the best interest of the school district as determined by management, pending an investigation of the employee’s performance or behavior.

Supervisors shall, when appropriate, use progressive discipline and discipline shall be administered in a consistent non-discriminatory manner. However, the appropriateness of using progressive discipline in each case lies within the discretion of management. The specific disciplinary actions taken depend on the nature and severity of the performance deficiency and/or behavior that violates school district policy/rule or that disrupts school district operations. Types of disciplinary action, which could be initiated, are: verbal warning; written warning; suspension without pay; demotion; and termination of employment.

The Superintendent or superintendent’s designee is authorized to suspend an employee immediately.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor’s right to reprimand an employee and the Superintendent’s right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment.

Legal References:	§ 20-3-324, MCA	Powers and duties
	§ 20-4-402, MCA	Duties of district superintendent
	§ 39-2-903, MCA	Definitions
	10.55.701, ARM	Board of Trustees

Cross References:

Policy History:
 Adopted on: 8.13.2013
 Revised on: