

## **Discipline and Dismissal of Licensed Staff**

The Board will use due process and comply with relevant portions of the collective bargaining agreement when disciplining and/or dismissing employees.

### **Discipline**

Staff members will be disciplined according to the severity and frequency of the conduct at issue. Discipline may be in the form of verbal reprimand, written reprimand, or suspension depending on the circumstances of each case.

1. “Verbal Reprimand”: The administrator will hold a conference with the employee. He/She will outline the nature of the problem and listen to any comments from the employee. The administrator will indicate compliance with specified procedures or cessation of certain conduct is required and future consequences if directives are ignored.
2. “Written Reprimand”: The administrator will hold a conference with the employee. The employee may have a representative present of his/her choice. The administrator will outline the nature of the problem and listen to any comments from the employee. The administrator will indicate compliance with specified procedures or cessation of certain conduct is required and future consequences if directives are ignored. A “letter of reprimand” shall be written and placed in the employee’s personnel file.
3. “Suspension”: Employees may be suspended based on the severity or the repetitive nature of the conduct or in order to maintain the health and/or safety of other employees and/or students. Employees may also be suspended pending investigation of complaints regarding their job performance or conduct.

### **Dismissal**

1. Probationary Teachers
  - a. Except as may otherwise be provided in the collective bargaining agreement, probationary teachers may be dismissed at any time for any reason or reasons deemed in good faith sufficient by the Board. Written notice of intended dismissal and reason(s) for dismissal must be given to the teacher prior to Board action on the dismissal. The teacher may request a hearing before the Board.
  - b. The following procedures apply to hearings before the Board:
    - i. The employee shall receive notice of the time, date, and place of the hearing;

- ii. The hearing shall be in executive session unless the employee has requested an open session;
- iii. The employee shall have an opportunity to be heard at the hearing, either in person or by a representative of the employee's choice;
- iv. The district may be represented by anyone of its choice; and
- v. The Board may, at its option, designate an individual to preside over and conduct the actual hearing.

## 2. Contract Teachers

- a. Contract teachers may be dismissed when their job performance or conduct falls within one or more of the broad reasons listed in ORS 342.865: inefficiency, immorality, insubordination, neglect of duty including duties specified by written rules, physical or mental incapacity, conviction of a felony or of a crime involving moral turpitude, inadequate performance, failure to comply with such reasonable requirements as the Board may prescribe to show normal improvement and evidence of professional training and growth, or any cause which constitutes grounds for the revocation of such contract teacher's teaching license.

- b. The employee shall be notified if the superintendent intends to recommend dismissal.

The notice shall contain: the statutory grounds upon which the superintendent believes such dismissal is justified, a plain and concise statement of the facts relied on to support the statutory grounds for dismissal, a copy of ORS 342.805 to 342.934, and the day and time of the Board meeting during which the recommendation will be made.

A notice of intended dismissal must be given at least 20 days prior to the time a dismissal recommendation is made to the Board. It must be delivered to the employee in person or must be sent by certified mail.

Notice of intended dismissal must be sent to the Board and to the Fair Dismissal Appeals Board.

- c. The employee may be present at the Board meeting where the Board considers the recommendation for dismissal and shall have an opportunity to be heard at the meeting, either in person or by a representative of the employee's choice. The meeting shall be in executive session unless the employee has requested an open session.
- d. The employee shall receive notice of the Board's action and the reasons for such actions. Notice shall be sent by certified mail, return receipt requested, or in the manner provided by law for the service of a summons in a civil action.