

# Springfield School District 19

Code: **GB0**  
Adopted: 6/08/98  
Readopted: 4/23/07  
Orig. Code(s): GBPD

## **Guidance, Discipline, Suspension and Dismissal of Personnel**

The district employees will be afforded due process in any formal disciplinary action, and in non-renewal, non-extension, or dismissal. The superintendent will establish administrative procedures to guide administrators and supervisors in the application of this policy.

### **Guidance**

District administrators are expected to provide adequate supervision and guidance to district employees. Employees will be given notice of behavior and performance expectations including district policies, procedures, Student Handbooks, and Employee Handbooks. These documents will be maintained in a central location in each facility so that staff may readily access them. Staff will be informed annually of their location and are responsible to familiarize themselves with their contents.

When there is a concern about an employee's understanding or adhering to district behavior or performance standards the supervisor or administrator may provide written guidance to the employee (Letter of Instruction), such that the employee clearly understands the district's standards and expectations. A "Letter of Instruction" is not considered disciplinary action, however, failure to comply with letters of instruction may result in disciplinary action being taken against an employee. A "Letter of Instruction" may be removed from an employee's personnel file after three years if no further violations of district policy, procedures, or Performance Standards have occurred.

### **Discipline**

Employees may be disciplined according to the severity and frequency of the conduct at issue.

1. Licensed employee discipline may be in the form of verbal reprimand, written reprimand, or an unpaid suspension. Non-renewal, non-extension, or dismissal of licensed employee is dealt with under the Accountability for Schools for the 21st Century law ORS 342.805 - 342.985.
2. Non-licensed employees discipline may be in the form of verbal reprimand, written reprimand, and unpaid suspension, demotion in pay range or job title. Dismissal of classified employees is handled in accord with ORS 332.544.

### **Suspension**

The superintendent may immediately suspend any employee with pay in any situation where the superintendent is of the opinion that immediate suspension is necessary for the best interest of education in the district.

The district will investigate any information that may indicate cause for discipline or dismissal and in the case of licensed personnel the superintendent or his/her designee will make a recommendation to the Board. In cases involving classified employees the superintendent or his/her designee has the authority to either dismiss or reinstate classified employees.

Suspension of contract teachers or administrators will comply with procedures outlined in the law.

### **Dismissal**

Satisfactory performance, according to established standards and job descriptions, is a prerequisite for continued employment in the district. Failure to maintain such standards and perform job requirements are cause for termination of employment, either by withholding contract renewal or extension or by immediate dismissal.

Supervisors and principals will report in writing to the superintendent or designee all cases involving unsatisfactory work or behavior that might lead to dismissal of an employee.

Probationary teachers may be dismissed or their contract non-renewed for any cause deemed in good faith sufficient by the Board. Probationary teachers who have been dismissed or whose contracts have not been renewed may request and shall be granted a Board hearing.

Classified employees who have been dismissed or demoted may request and shall be granted a hearing before the Board in accordance with ORS 332.544.

Contract teachers and administrators may be dismissed in accordance with Accountability for 21st Century Schools ORS 342.805 - 342.985.

Temporary teachers will be terminated upon the termination of the designated assignment, as indicated in the contract.

The superintendent or designee will develop appropriate procedures to safeguard the constitutional, statutory, and contractual rights of employees.

END OF POLICY

---

#### **Legal Reference(s):**

[ORS 332.544](#)

[ORS 342.835](#)

[ORS 342.805 - 342.985](#)

[ORS 342.850](#)