

# A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES  
 TITLE: CONDUCT/DISCIPLINARY PROCEDURES  
 ADOPTED: December 9, 1999  
 REVISED: August 20, 2015  
 APPROVED: September 24, 2015

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Authority</p> <p>Title 22 Sec. 235.10</p>	<p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the Career Center requires the cooperation of all employees working together and complying with a system of Board polices, administrative guidelines, rules and procedures, applied fairly and consistently.</p> <p>The Joint Operating Committee (JOC) requires employees to maintain professional, moral and ethical relationships with students at all times.</p> <p>The JOC directs that all Career Center employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative guidelines, rules and procedures.</p>
<p>2. Delegation of Responsibility</p> <p>SC 510</p>	<p>All Career Center employees shall comply with state and federal laws and regulations, Board policies, administrative guidelines, rules and procedures. Career Center employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, Career Center employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Nonprofessional relationship with students, <b>including</b> <u>interactions occurring outside of school which are prohibited by this policy.</u></li> <li>3. Causing intentional damage to Career Center property, facilities or equipment.</li> </ol>

<p>Pol. 351</p>	<p>4. Forceful or unauthorized entry to or occupation of Career Center facilities, buildings or grounds.</p> <p>5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</p> <p>6. Use of profane or abusive language.</p> <p>7. Breach of confidential information.</p>
<p>SC 1122</p>	<p>8. Failure to comply with directives of Career Center officials, security officers, or law enforcement officers.</p>
<p>SC 317.2</p>	<p>9. Carrying onto or possessing a weapon on school grounds.</p>
<p>SC 1122</p>	<p>10. Violation of JOC policies, administrative guidelines, rules or procedures.</p>
<p>SC 1122</p>	<p>11. Violation of federal, state, or applicable municipal laws or regulations.</p> <p>12. Conduct that may obstruct, disrupt, or interface with teaching, research, service, operations, administrative or disciplinary functions of the Career Center, or any activity sponsored or approved by the JOC.</p>
<p>3. Guidelines</p>	<p><u>Nonprofessional Relationships with Students</u></p> <p><u>District employees shall not communicate with students outside of school in person, using social media, or by other electronic means for purposes unrelated to the school program, except where the student and employee are related.</u></p> <p><u>Progressive Discipline</u></p> <p>It is the policy of the Career Center that discipline be administered in a manner that corrects improper conduct. Progressive steps will be followed except in instances that do not lend themselves to progressive discipline.</p> <p>Appropriate disciplinary action will be based on factors such as the severity, frequency, and degree of deviation from the Career Center goals and objectives.</p> <p>Depending on the circumstances of the matter the Career Center may, at its discretion, bypass any of the following steps in imposing discipline.</p>

*Written Warning -*

Written warnings are issued for situations that are deemed less serious in nature or that have occurred on a one-time basis. Written warnings must be documented with the date and details of the incident and shared with the employee.

*Written Reprimand -*

A written reprimand will be issued when the behavior of the employee is more serious or follows the issuance of a written warning. Examples of problems which may result in a written reprimand include but are not limited to disruptions in the workplace, failure to follow proper work procedure or business practice, or a disciplinary violation following a written warning.

*Suspension -*

Suspension may be imposed when an employee has failed to perform to acceptable standards following a reprimand or for serious infractions. Suspension may also be imposed when there is a need to remove the employee from the workplace while an investigation is conducted or to protect the health, safety, or welfare of others. Suspensions may vary in length according to the severity of the offense.

Suspension notices must include, at minimum, the reason(s) for the discipline and the inclusive dates of the suspension. Prior to imposition of any suspension, the employee must be contacted and given the right to respond.

*Dismissals -*

Employees may be discharged after other disciplinary actions have failed or when a first time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if s/he commits an offense for which immediate discharge is warranted or if, in the Career Center's judgment, the employee's continued employment would be adverse to the Career Center or its employees.

SC 1121, 1122  
 SC 1126, 1127  
 SC 1128, 1129  
 SC 1130  
 2 Pa. C.S.A.  
 Sec, 551 et seq.  
 SC 1121, 1122

When demotion or dismissal charges are filed against a certified administrative or professional employee, a hearing shall be provided as required by applicable law. Non-Certificated administrative and support employees may be entitled to a local Agency Law hearing, at the employee's request.

*Appeals -*

Disciplined employees may appeal the discipline imposed in accordance with applicable contract, collective bargaining agreement, JOC policy, and/or law.

*Disciplinary Records -*

Copies of all disciplinary actions and appeals must be given to the employee and the Business Office for inclusion in the employee's personnel file.

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Executive Director or design, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.

Employees shall also report to the Executive Director or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

An employee shall be required to submit a current criminal history background check report if the Executive Director or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Executive Director or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecutions.

References:

School Code - 24 P.S. Sec. 111, 510, 514, 1121, 1122, 1126, 1127, 1128, 1129

State Board of Education Regulations, Code of Professional Practice and Conduct for Education - 22 PA Code Sec 235.1 et seq.

Local Agency Law - 2 Pa. C.S.A. Sec. 551 et seq.

Educator Discipline Act - 24 P.S. Sec. 2070.1a et seq.

Child Protective Services law - 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy - 000, 324, 326, 351