

Policy Title: EMPLOYEE MISCONDUCT, INVESTIGATION, AND DISCIPLINE	Policy No.	No. of Pages
	EMP08	2
	Eff. Date	Rev. Date
	1/9/2014	

- I. **PURPOSE:** To establish expectations of staff behavior, and policies and practices to govern behavior, so that the Corporation and Schools can operate in a manner that is legally compliant, effective, and free of inappropriate, unprofessional, or prohibited behavior.

Employees are held accountable for adhering to Corporation and school policies and regulations, compliance with federal law and state statutes, adhering to the directions of administrators, adhering to generally accepted professional and ethical practices, and maintaining a high level of honesty, trust, integrity, and reliability.

II. **POLICY:**

1. A school employee who fails to fulfill his/her job responsibilities or follow the reasonable directions of his/her supervisor or who conducts himself/herself on or off the job in ways that significantly affect his/her effectiveness on the job or in such other ways that the law determines to be sufficient and proper cause shall be subject to discipline including discharge.
2. **Procedure and Determination:** The Corporation and the School, in coordination with the Corporation, have the power to discharge any school employee for conduct unbecoming a school employee after a thorough investigation has been completed and the determination that just and proper cause exists for discharge. Such determinations will be made consistent with provisions of the appropriate collective bargaining agreements.
3. **Directed Leave:** The Principal and Executive Director have the authority to place any employee on a leave of absence with pay or temporarily assign the employee to another position, pending an investigation.
4. **Investigation:** For situations other than minor allegations or minor incidents of misconduct, the school principal will coordinate with the Corporation Human Resource Manager prior to instigating an investigation. The Corporation Human Resource Manager will determine the proper procedure for conducting and documenting the investigation. All complaints of misconduct involving sexual harassment, sexual misconduct, discrimination, or allegations that may involve illegal activities must be immediately referred to the Corporation Human Resource Manager who shall assume responsibility for the investigation.

5. Discipline: The results of an investigation will be referred to the Principal and the Executive Director for review and determination of the appropriate disciplinary action. The Executive Director and the Principal have the authority to discipline any school employee and to determine whether just and proper cause exists for discipline or discharge.

6. Records: Investigative files shall be maintained in separate secured files and shall only be released to the employee, employee representatives, or other third parties upon written request and specific approval of the Principal, Executive Director, or designee(s). Prior to releasing any investigative file, it must first be reviewed for privacy and protected information which is to be redacted prior to release. Investigation files are not to be released while the investigation remains active.