

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GDR-R
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WORK RULES FOR STAFF

Violations – Disciplinary Procedures

Principals and/or supervisors are responsible for counseling employees as problems occur involving adherence to the policies, procedures, and work rules of the district. Violations of policies, procedures or regulations will generally be addressed with the employee through progressive discipline as follows:

- A. **VERBAL WARNING:** Inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations.
- B. **WRITTEN WARNING:** A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and potential action for further violation of the policies, procedures, and regulations.
- C. **SUSPENSION:** Any subsequent or serious violation of the policies, procedures, or regulations may result in suspension.
- D. **TERMINATION:** Employees may be terminated from employment for a single serious violation of the policies, procedures, or regulations and/or for repeated violations.

In the case of written warning, suspension and termination, the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

Discipline may be initiated at any step of the process, depending on the seriousness of the offense. An employee need not have been suspended for any previous violations before being terminated.