

Williamson County Board of Education

**Adopted Date:**

1/21/02

Rev. 6/18/12; Editorial
6/18/14; Rev. 6/19/17

5.1064

**DISCIPLINE PROCEDURES FOR
CLASSIFIED PERSONNEL**

1 It shall be the duty of each classified employee to maintain high standards of cooperation, efficiency and
2 economy in the employee's work for the Board of Education ("Board"). A supervisor or designee shall
3 organize and direct work to achieve these objectives. When work habits, attitudes, or personal conduct fall
4 below a desirable standard, the supervisor or designee should promptly point out the deficiencies. Warning
5 in sufficient time for improvement should precede formal disciplinary action, but nothing in this policy shall
6 prevent immediate formal action whenever safety or the interest of the Board requires it.

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8 All classified personnel are expressly deemed to be at-will employees and serve at the will of the
9 Superintendent.

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11 A. Types of Discipline:

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13 1. In the interest of good discipline, the Superintendent may suspend an employee without pay
14 pending further investigation of the causes of said suspension and/or ultimate disposition of the
15 case. An employee who is suspended shall be given notice of the suspension and a statement
16 of the reason for action.
17 2. An employee may be: reprimanded either orally or in writing; demoted; suspended with or
18 without pay for a specified number of days; or dismissed.

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20 B. Procedures:

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22 The Superintendent or designee shall provide written notice to an employee when disciplinary action
23 other than oral or written reprimand has been recommended to the Superintendent by the
24 employee's immediate supervisor. The notice shall be accomplished by personal delivery or certified
25 mail. In addition to service by personal delivery or certified mail, the notice may be delivered
26 electronically. The notice shall contain the following information:

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28 1. The factual basis for the consideration of disciplinary action.
29 2. A statement to the employee that he/she has a right to respond in writing to the notice within ten
30 (10) working days from the date shown on the notice sent to the employee.
31 3. A statement to the employee of his/her right to request a meeting with the Superintendent to
32 appeal the decision.
33 4. A statement that the employee shall be notified within ten (10) working days following the
34 meeting of the results.

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36 The employee shall have the right to respond to the Superintendent regarding the recommendation
37 within ten (10) working days from the date shown on the notice sent to the employee. An
38 employee's failure to respond or request a meeting with the Superintendent shall be conclusive
39 evidence of the employee's acceptance of the disciplinary decision.

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41 The decision of the Superintendent shall be final.

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45 Legal References:

46 TCA 49-2-301

45 Cross Reference:

46 5.201 Dismissal of Employees

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