

**Expected Behavior**

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance or the performance of others.

**Sanctions**

The superintendent or designee may impose disciplinary sanctions for circumstance which include, but are not limited to, breach of expected behavior, failure to meet performance expectations, failure of an employee to return to work on the specified date following a leave of absence or vacation, failure to communicate in a timely manner an inability to return to work on the specified date following a leave of absence or vacation, or failure to provide a legitimate reason for failing to return on the specified date following a leave of absence or vacation, insubordination, neglect of duties, abusive language, dishonesty, or failure to comply with Board of Education policy. Insubordination includes, but is not limited to, disobedience, failure or refusal to follow the written or oral instructions of a supervisor or representative of the District, failure or refusal to carry out work assignments, or the use of abusive language toward a supervisor. Neglect of duties includes, but is not limited to, failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions, failure to follow the proper procedures or policies of the District, working on personal jobs or carrying on secondary employment on District time, or negligence in the operation of or care of any equipment or vehicle which results in either damage to the equipment or vehicle or results in injury to the employee or others.

Disciplinary sanctions which may be imposed include: verbal or written warnings or reprimands, disciplinary probation, disciplinary reassignment, disciplinary suspensions not to exceed ten work days (with or without pay), and/or termination of employment. The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation, reassignment or suspension may be imposed without first imposing a warning or an employee may be discharged without first applying any of these sanctions.

**Procedures**

Prior to imposing a disciplinary sanction, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges. No delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee other than for oral warnings or reprimands. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the employee

complaint procedures of Code No. 401.4. At any step of the complaint procedure, the person hearing the complaint may impose a less severe or more severe disciplinary sanction.

**Suspensions Pending Action**

An employee may be suspended by the superintendent or designee pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in the prior paragraph.

**Discharge**

The Board of Education may terminate the contract of a licensed teacher or administrator in accordance with applicable provisions of Chapter 279 of the Code of Iowa. Sanctions specified in this policy need not be first utilized. The Board of Education may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach at any time or in accordance with the terms of the contract.

The superintendent or designee may terminate the employment of a classified employee, licensed employee not covered by the provisions of Chapter 279 of the Code of Iowa, supervisor or coordinator immediately for any reason. Such an employee may appeal the action utilizing the employee complaint procedures of Code No. 401.4.

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