

**Classified Employee
Intervention Guidelines
And Discipline Matrix**

Sunnyside Unified School District

Department Human Resources

November 18, 2009

Update 2017 – 2018 SY

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The District recognizes that employees want to be contributing members of the organization and have a strong commitment to the District and their job.

It is rare that employees purposefully disregard their job duties. However, no organization is perfect and as such, we need to ensure District-wide equity in applying disciplinary action.

All administrators are advised that because of the increasing complexity of employee rights legislation at both state and federal levels, the Director of Human Resources is to be consulted before the initiation of any disciplinary action.

The discipline offenses that are listed in this Matrix are intended to serve as examples, and are not intended as an all-inclusive list. If an employee engages in conduct that is not listed in this Matrix but is a violation of District Board Policy, the employee's supervisor shall initially recommend the amount of discipline, and the applicable administrator shall determine the amount of discipline to impose. In addition, individual circumstances may merit in the imposition of more severe or less severe discipline than that specified for a particular discipline offense. In such a case, the employee shall be informed of the unique individual circumstances that are deemed to merit more or less severe discipline. Also, attempted misconduct, whether or not successfully completed, may be the subject of discipline in the same manner and to the same extent as if the misconduct was completed.

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Employee Intervention Guidelines and Discipline Matrix

Class #1

The following are Class 1 violations of this Matrix

a. Lack of Time Management:

- Employees shall take breaks, including lunch breaks, in appropriate areas and at appropriate times as designated by their supervisor or work schedule.
- Employees shall keep personal and social conversations during work hours to a minimum.
- Employees shall not use their cell phone during work hours to an extent or in a manner that interferes with an employee's performance of his/her duties or that is disruptive to others.
- Employees shall not extend their work day, breaks or lunch without authorization. (There is an exception when there is an emergency or safety concern.)
- Employees shall not be absent from their designated work area without authorization.
- Employees shall respond to their pagers calls/radios/voicemail (signal permitting).

b. Being Tardy:

- Employees shall avoid in a thirty (30) day period being tardy three (3) or more times within the seven minute window in ClockTrak.
- Employees shall clock in and out within the allocated seven (7) minute window in ClockTrak.

c. Failure to Notify of Absence:

- Employees shall follow proper call in procedures for being absent as designated by their site or immediate supervisor.
- Employees shall notify iVisions of an absence, except custodians shall report an absence to AESOP.

d. Unprofessional Personal Appearance:

- Employees shall report to work with a professional appearance dressed and groomed in a manner that is appropriate and safe for their position.

e. Inadequate Record Keeping:

- Employees shall turn in completed work orders on a weekly basis.
- Employees shall turn in vehicle logs on a weekly basis.
- Employees shall turn in vehicle inspections in a timely manner.
- Employees shall turn in requested paper work in a timely manner.
- Employees shall turn in monthly reports in a timely manner.

f. Poor Work Performance:

- Employees shall order proper materials for the task at hand.
- Employees shall use proper equipment for the job. (The District will provide equipment to complete the job in a safe and efficient manner, except that Transportation Mechanics shall use their own tools).
- Employees shall keep their work area clean to ensure jobsite safety during the day and to clean their work area at the end of the day to ensure the jobsite is left safe and orderly.
- Employees must keep vehicles clean and free from debris.

Class #2

The following are Class 2 violations of this Matrix

a. Poor Attendance:

- If during the first five (5) days of leave due to illness in a given year, an employee is absent for three (3) consecutive days, the employee shall provide medical documentation when requested by his/her supervisor. (After the first five (5) days of leave, a supervisor may ask an employee for medical documentation as appropriate without any restriction on number of days absent.)
- Employees shall not misuse sick leave. (e.g. evidence of misuse may include a pattern of calling in sick in conjunction with regular days off and before or after a holiday.)
- Employees shall not be on leave without pay without authorization from their supervisor, unless there are special circumstances.
- Employees shall not use leave in violation of District Policy.

b. Failure to Complete Work Assignments:

- Employees shall follow through and complete an assigned task, except when circumstances make this impossible. Employees are also expected to report the outcome of their work to their supervisor.
- Employees shall follow directions given by a supervisor, unless their personal safety is at issue.

c. Failure to Maintain District Property or Equipment:

Transportation and Maintenance Department

- Employees shall perform any preventive maintenance on their vehicles if required by their specific job.
- Employees shall perform daily preventive inspections of their vehicles including the checking of fluid levels, lights, tires, belts, leaks, and over all condition of vehicle (15 minutes will be provided at the beginning and at the end of the work day.)

All Departments

- Employees shall secure or lock-up District equipment when not in use.
- Employees are expected to not use the District network, supplies, resources, or equipment for personal or commercial purposes.
- Employees shall secure assigned, designated areas.
- Employees shall secure gates during their work and after their work is completed.
- Employees shall monitor vehicles that are under their control and keep such vehicles locked during the work day.
- Employees shall close and lock doors once work is completed.

Class #3

The following are Class 3 violations of this Matrix.

a. Insubordination:

- Employees shall follow the proper chain of command to address concerns or issues that arise during work hours. (i.e. Lead/Head/Supervisor, Principal/Director, Designated Central Administrator)
- Employees shall comply promptly with oral or written directives of the Superintendent or an employee's immediate supervisor. (This does not apply if an employee has concerns about his or her personal safety.)
- Employees shall cooperate with their immediate supervisor.

b. Being Unprofessional:

- Employees shall maintain just, courteous, cooperative, and proper relationships with students, parents, staff, supervisors and community members.
- Employees shall not use or display profane or abusive language, symbols or conduct.
- Employees shall follow Board policy GBEA, titled "Staff Ethics."
- Employees shall not use tobacco products on District property or in a District vehicle.
- An employee shall not knowingly make false or unfounded statements (e.g. harmful gossiping).
- Horseplay is prohibited if the behavior causes another employee to have a concern or if it potentially places someone at risk of being injured.
- An employee shall not reveal restricted or sensitive information (breach of confidentiality) except as authorized by an appropriate supervisor.
- Any discussion of a student and his/her problems shall be professional and limited to the principal or staff member concerned.

c. Misusing District Property:

- Employees must not use District property for personal business or personal gain.
- Employees must not damage District property through neglect or carelessness.

d. Failure to Follow Safety rules:

- Employees shall use personal protective equipment. (District will provide equipment.)
- Employees shall follow standard safety practices.
- Employees shall inspect tools and equipment before use and report any damage of tools or equipment the same day to their immediate supervisor.
- Employees shall properly dispose of hazardous materials.
- Employees shall provide adequate and appropriate supervision of students if this is part of an employee's job.

Class #4

The following are Class 4 violations of this Matrix.

a. Sexual Harassment and Discrimination:

- Employees must comply with the District's Sexual Harassment and Nondiscrimination policies.
- Employees must not participate in sexual conduct on District property or vehicles or during work hours.

b. Accessing Inappropriate Websites:

- Employees must not knowingly access inappropriate web sites on the computer, including, but not limited to websites that display adult content, nudity or pornography.

c. Being Unprofessional:

- Employees must not knowingly provide misleading or inaccurate information to a supervisor or during an investigation.

Class #5

The following are Class 5 violations of this Matrix.

a. Conviction of a felony.

b. Commission of or attempted commission of a felony or, participation in or involvement in a felony.

c. Failing to report knowledge of another individual's commission of a drug offense or possession of a deadly weapon or firearm on school grounds or District property.

- d. *Failing to self-disclose an arrest, charge or conviction of the offenses listed in ARS 15-512(D). (Attached)*
- e. *Conviction of assault.*
- f. *Theft of property of another or theft of any District property, regardless of value.*
- g. *Knowingly providing false, incomplete or misleading information on an application for employment or other work related documentation.*
- h. *Directing or allowing a third person to clock in or out of work for the employee.*
- i. *Unlawful or unauthorized possession of a firearm or any instrument designed to be used as a weapon.*
- j. *Engaging in conduct that involves the unlawful possession, transfer, sale or use of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.*
- k. *Buying or selling illegal or controlled substances or stolen property on District property.*
- l. *Possessing or consuming alcoholic beverages while on duty or on District property.*
- m. *Being under the influence of alcohol or illegal drugs while at work or on District property.*
- n. *Damaging District equipment or property while under the influence of alcohol or drugs.*
- o. *Intentionally damaging District equipment or property.*
- p. *Threatening physical harm or having a physical altercation with a fellow employee, student, parent or community member while on duty or District property or in any other work-related context.*

Discipline Matrix

CLASS	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Merge Class 1 and 2	VERBAL WARNING/ WITH EMAIL/MEMO OR LETTER OF DIRECTION DOCUMENTATION MUST OCCUR AND ACTION DEPENDS ON CIRCUMSTANCES	REPRIMAND AND PLAN OF ASSISTANCE	SUSPENSION 8 OR 16 HOURS WITHOUT PAY OR DISMISSAL ACTION DEPENDS ON CIRCUMSTANCES
Class 3	REPRIMAND AND PLAN OF ASSISTANCE	SUSPENSION: 8 OR 16 HOURS WITHOUT PAY OR DISMISSAL ACTION DEPENDS ON CIRCUMSTANCES	
Merge Class 4 and 5	SUSPENSION 16 HOURS OR DISMISSAL ACTION DEPENDS ON CIRCUMSTANCES		

- There must be written documentation of a Verbal Warning in the form of an email or written memo. A Verbal Warning is not considered discipline.
- A Letter of Direction is not discipline and is not placed in an employee's personnel file. Any written Letter of Direction may be considered in imposing future discipline; however, it must be reasonable in its use.
- Reprimands and Suspensions will require signature of the employee and will be placed in the employee's official personnel file.
- Dismissals are recommendations only and must be approved by the Governing Board. Policy GDQD will be followed in all dismissals.
- Multiple violations in any class will result in the imposition of penalties in the next higher class.

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the amount of discipline, and the applicable administrator shall determine the amount of discipline to impose. In addition, individual circumstances may merit the imposition of more severe or less severe discipline than that specified for a particular discipline offense. In such a case, the employee shall be informed of the unique individual circumstances that are deemed to merit more or less severe discipline. Also, attempted misconduct, whether or not successfully completed, may be the subject of discipline in the same manner and to the same extent as if the misconduct was completed.