

Policy 3.005.

Disciplinary Action – Certified Personnel

The Executive Director is responsible for the administration of disciplinary action. He may take any disciplinary or other corrective action up to discharge or termination. He may recommend discharge or termination to the Representative Council. Prior to the completion of forty (40) school months of full-time continuous employment, a certified employee may be non-renewed provided that the employee is notified in writing prior to April 1st of the preceding school year. Beginning with and subsequent to the forty-first (41st) school month of full-time continuous employment, no certified employee may be terminated except for the reasons given in the applicable provisions of the Connecticut General Statutes. Procedures for termination shall be in accordance with the Connecticut General Statutes.

Disciplinary action may take the following forms: Verbal reprimand, written reprimand, docking of pay for time not worked, suspension with or without pay, discharge. Other corrective action may take the following forms: Reassignment, temporary relief from duty with or without pay, demotion, resignation by agreement of C.E.S. and the employee, other termination.

Any program administrator or division director may issue reprimands, relieve employees from duty where warranted, and dock employees' pay for time not worked. Any employee who is relieved from duty shall return to work only after approval by the Executive Director or, in his absence, the employee's Division Director or Six-to-Six Magnet School Director. Written documentation of disciplinary action, including verbal reprimands, shall be maintained in the employee's personnel file. The employee shall have an opportunity to read the documentation and initial or sign it before it is placed in the personnel file. When an employee refuses to initial or sign the documentation, such fact should be noted on the written document. The employee may write a rebuttal to the documentation which rebuttal shall also be maintained in his personnel file. The Executive Director may suspend a certified employee with or without pay pending completion of discharge or termination proceedings.

ADOPTED: January 17, 1991

REVISED: October 22, 1992

REVISED: June 1, 2000