



School Policies

GDQD - CLASSIFIED STAFF GUIDANCE AND DISCIPLINE

The Board of MSCS delegates to the School Director the authority to discipline and dismiss classified personnel.

In all cases under these policies and their accompanying procedures, it is understood that supervisors may impose disciplinary action up to and including oral and written reprimands. The School Director, or designee, shall approve all disciplinary actions which adversely impact an employee's pay.

Decisions concerning the discipline or dismissal of any classified employee shall not be made as a result of the employee's racial or ethnic background, marital status, religious beliefs, age, gender, disability, or participation in community activities. In instances of substandard work performance or misconduct by classified employees, guidance and/or disciplinary actions are necessary.

Each situation in which guidance or discipline may be necessary is unique. Therefore, supervisors are expected to identify and consider all pertinent aspects of each individual situation, such as mitigating circumstances, employee explanations, the employee's past record, and the seriousness of the present situation. These factors should be reviewed and considered by supervisors while determining which actions are appropriate to recommend and/or implement.

Guidance or discipline, when necessary, should always be appropriate to the problem or incident. A conference between the supervisor and the employee is expected before any guidance is provided or disciplinary action is taken or recommended. During such conference the supervisor and employee should openly discuss the facts and circumstances related to the problem or incident and preferably reach agreement as to the appropriate guidance or corrective action to be taken.

In cases where classified employee discipline is warranted the School Director is authorized to issue oral and written reprimands, to suspend the employee with or without pay, to demote the

employee and to dismiss the employee. Classified employees may not use or accrue sick leave, vacation time, compensatory time or any other paid leave during a suspension without pay.

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the director, or designee, is delegated the responsibility for immediately notifying the MSCS Board, the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the dismissal. The school also shall notify the employee that information concerning his or her dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted by Board: October 10, 2017

Revised/Reviewed by Board: January 28, 2020

Reviewed by Board: September 28, 2021

(continue adding Revised/Reviewed dates)