



Department: Human Resources
Policy Number: HUM-A052
Effective Date: 4/14/08

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

PROGRESSIVE DISCIPLINE

It is the policy of the Clarksville Montgomery County School System to assist staff in every way possible in adjusting to their positions so that they are able to perform their duties in a satisfactory manner. We are committed to ensuring fair treatment of all employees and making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. However, CMCSS does recognize that occasions do occur that are serious enough to justify either a suspension, or, termination of employment, without going through the progressive discipline steps.

All employees are expected to comply with CMCSS standards of behavior and performance. Any noncompliance with these standards must be corrected. While it is impossible to list every type of behavior that may be deemed a serious offense, CMCSS hopes that most employee problems could be corrected at an early stage, benefiting both the employee and CMCSS.

Under normal circumstances, attempts should be made to provide employees with notice of deficiencies and an opportunity to improve and/or correct these deficiencies. Disciplinary action may call for any of four steps; verbal warning, written warning, suspension with or without pay and termination of employment. Progressive discipline steps do not have to be initiated for each type of performance or conduct issue. CMCSS retains the right to move immediately to suspension or termination, this policy does not modify the status of employees as employees-at-will.

A Supervisor may recommend immediate suspension or termination of the employee to the Human Resources Department. An investigation of the incident(s) leading up to the suspension and/or termination recommendation will be conducted to determine what further action, if any, should be taken.

Classified employees who believe they have received an adverse action (suspension without pay, termination) may request an appeal of this action by following the adverse action appeal policy and procedure.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/14/08		Initial Release

***** End of Policy *****