



Department: Human Resources  
Policy Number: HUM-A066  
Effective Date: 8/1/13

ADMINISTRATIVE POLICY

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

**DISCIPLINARY CONFERENCE POLICY**

Employees may request to have a professional organizational representative or colleague from their building present during a disciplinary conference with school or central office administration. The selection of the representative or colleague shall not delay the disciplinary conference. The representative or colleague acts as a note taker and is allowed to ask clarifying questions at the conclusion of the conference. The supervisor should be notified that a representative or colleague will be in attendance and authorize the coverage of both the employees' classes if needed to ensure appropriate supervision of students. If the educator is requesting a representative or colleague be in attendance at the conference, the meeting should not be delayed for more than 24 hours. The 24 hour requirement may be waived if an immediate investigation is required.

For the purpose of this policy a disciplinary conference exists when the following occur: investigative process in which an employee may receive discipline, review of a letter of concern or letter of reprimand, suspension without pay recommendation, or termination notice.

Implementing Procedures: None

Associated Documents- Progressive Discipline Policy ([HUM-A052](#))  
Scope of Conferencing TCA 49-5-608

**Revision History:**

**Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/1/13		Initial Release
7/1/15	A	Added details for who attends and when meeting occurs.

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