

BARNEVELD SCHOOL DISTRICT
STAFF DISCIPLINE

The Barneveld Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy and State and Federal law. The District Administrator or designee may issue discipline, short of termination when she/he deems it appropriate; however, student performance on examinations may not form the basis for staff discipline.

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their positions. No staff member may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

- A. Oral Reprimand, with a written record placed in the employee's file.
- B. Written warning (along with a plan of improvement) with copy of written warning placed in the employee file.
- C. Suspension, with or without pay, the length of which is determined by the Administration and the School Board to effect the corrective goal of discipline; and
- D. Termination.

The District Administrator and/or school board may skip one or all steps in the progressive discipline model when she/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the staff member's immediate termination of employment.

All instances of staff discipline are subject to the employee grievance procedure, set forth in [Policy 527](#).

The Barneveld School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, gender identity or disability.

Legal Reference: Sections 66.0509(1) (m) Wisconsin Statutes
118.22
118.24

Approved: December 10, 2014