

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: February 15, 2000	Number: 700-27
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Subject: Disciplinary Procedures for Classified Employees – Unit III	Date Approved: March 21, 2000 October 17, 2006 May 26, 2009 Date Revised: September 19, 2006 March 17, 2009 Date Effective: March 21, 2000 October 17, 2006 May 26, 2009

1. PURPOSE

To establish disciplinary procedures for classified employees.

2. DESCRIPTION

- A. Somerset County Public Schools will strive to assist classified employees to adjust to their positions and to perform their duties satisfactorily. Every effort will be made to avoid dismissing personnel at any level.
- B. The Board of Education directs the Superintendent of Schools to develop and implement regulations for the discipline of classified employees. Such regulations will provide for progressive penalties where appropriate, including warnings and written letters of reprimand, suspension, or dismissal of permanent employees. In some circumstances, because of the seriousness of the employee's conduct or behavior, action may be taken without following progressive penalties cited above. Employees may be suspended or dismissed from positions.

See Administrative Procedures

- (1) Immorality
- (2) Misconduct in office (including knowingly failing to report suspected child abuse
In violation of 5-701 of the Family Law Article)
- (3) Insubordination
- (4) Incompetency
- (5) Willful Neglect of Duty

After completion of the probationary period, employees may be discharged, disciplined, reprimanded, or demoted with due process.

- C. Somerset County Public Schools assures the protection of due process of law in the following way:

Recommendations for suspensions or discharge will be made to the superintendent. The individual against whom the action is being considered must be notified in writing, given the reasons for the action under consideration, and afforded an opportunity for a conference with the superintendent prior to any final decision on the recommendations. Acceptable documentation of performance evaluations must include records of conferences and a recommendation for action with justification. After an opportunity for a conference has been provided, the assistant superintendent will act on the recommendation and notify the employee in writing of the suspension or discharge action and of his/her right to appeal the decision.

Reference: Annotated Code of Maryland
4-205