



Section: ADMINISTRATIVE EMPLOYEES
Title: DISCIPLINARY PROCEDURES
Adopted: February 20, 1996
Revised: October 16, 2001

314. DISCIPLINARY PROCEDURES		
1. Purpose	The orderly conduct of business requires uniform compliance with policies and rules and uniform penalties with disciplinary procedures for violations.	
2. Authority	There shall be established guidelines whereby administrative employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.	SC 510
3. Delegation of Responsibility	The Administrative Director shall prepare and promulgate disciplinary guidelines for violations of policies and rules which provide progressive penalties including where appropriate, verbal warning, written warning, suspension with pay, suspension without pay or dismissal. In the event it is necessary to dismiss, a hearing shall be provided as required by statute.	SC 1151 1122 1127 Act 353 of 1968

